WIDE AREA WORKFLOW (WAWF)

Vendor

Reference Guide

Marine Corps Systems Command | Information Systems & Infrastructure

Vendor Reference Guide Index:

WAWF Introduction:

Wide Area Workflow (WAWF) provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment.

Vendor Services:

Creating a 2-in-1 Service Invoice:

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click “Logon to WAWF”.

> 🗐 *Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK”, and then enter User ID and Password or Certificate and click “Submit”.*

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create New Document”.
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
6. Select the CAGE Code for your company from the drop down box and click “Continue”.

> 🗐 *Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.*

7. Enter the Pay DoDAAC (e.g. M67443) and click “Continue”.
8. Click on the radio button for “Invoice as 2-in-1 (Services Only)”. Document will cycle once and come back up.

9. Click “Continue”.

10. Complete the mandatory fields for the following if they do not automatically default using the information as found in your contract:

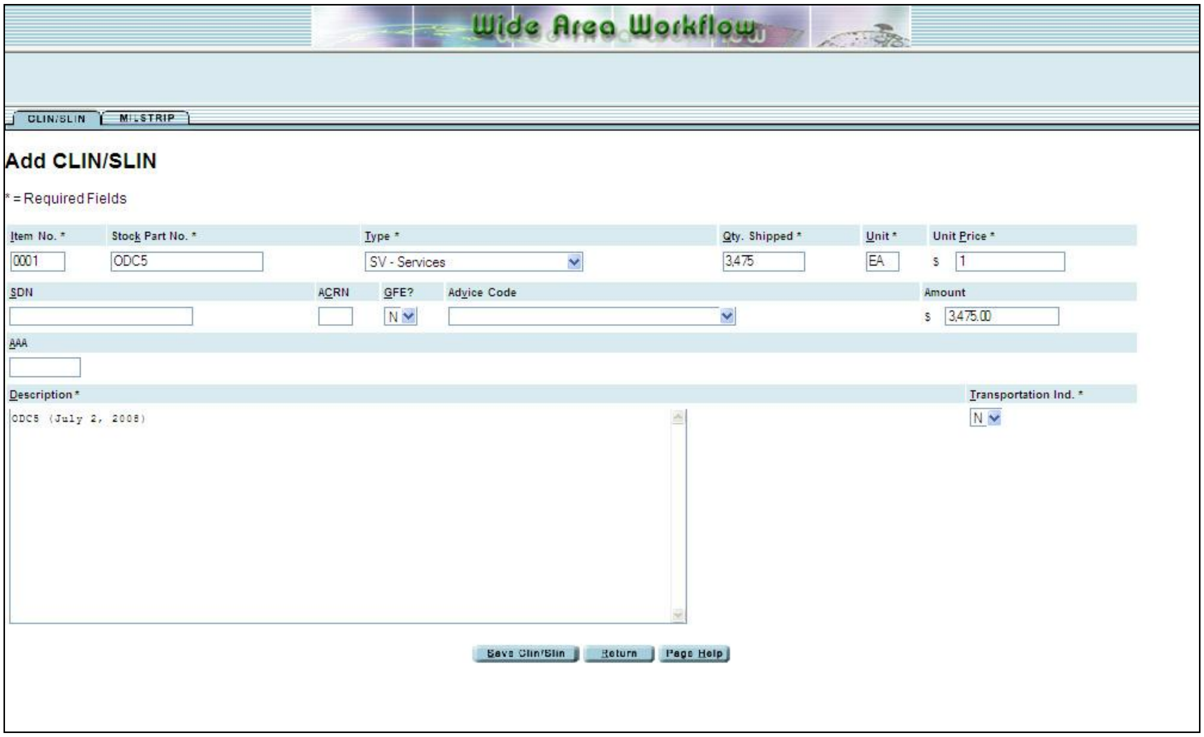
    - Issue Date (Contract issue date)
    - Issue By DoDAAC (e.g. M67854)
    - Admin DoDAAC (e.g. M67854)*
    - Service Acceptor DoDAAC and extension (if applicable)*
      * Mandatory information

11. Click “Continue”.

12. Enter Invoice No., Invoice Date (YYYY/MM/DD), and Final Invoice (Yes/No) selection. *It is recommended you NEVER mark invoices as final.* If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

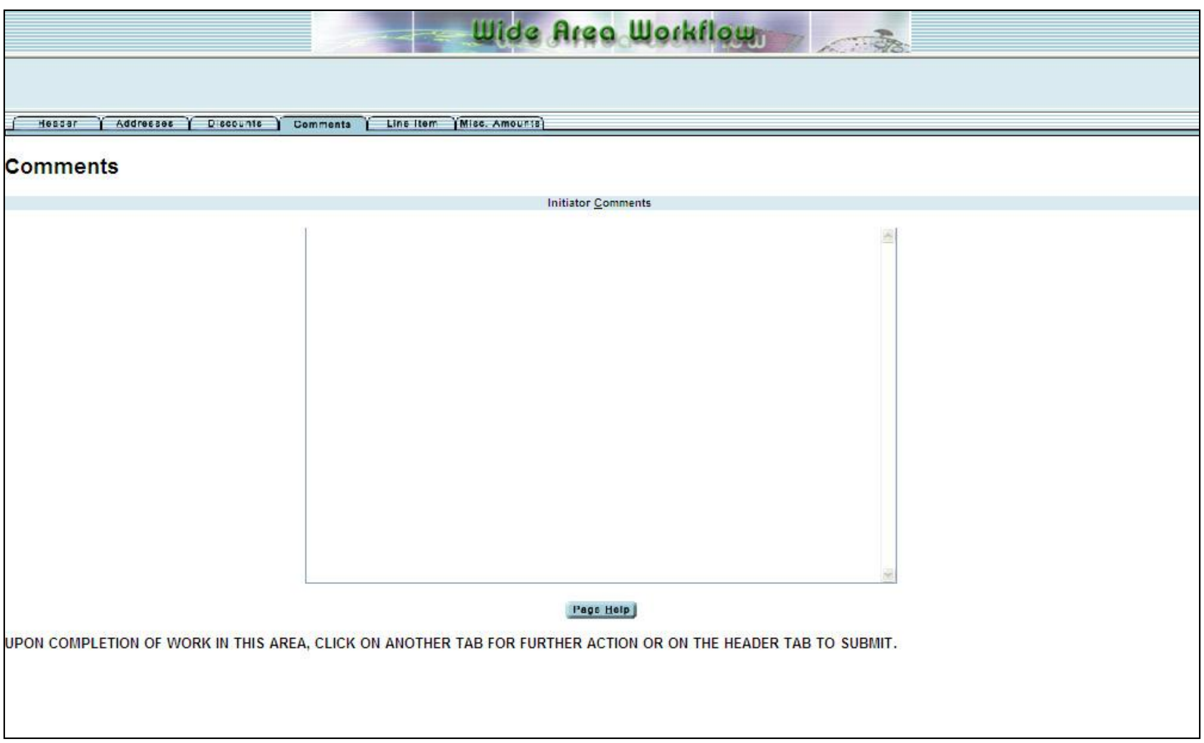
Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.*

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a Line Item.



14. Enter the Item No. (e.g. 0001 or 0001AA).
15. Enter “None” or “XXXX” In the “Stock Part” field. From the “Type” drop down menu select “SV” for services.
16. In the “Qty. Shipped” field, enter the total number of hours or fees for what you are invoicing.
17. Enter the appropriate code in the “Unit” field using the codes found in the “Display Units of Measure Table” at the bottom left of the screen.
18. Enter the “Unit Price”. No dollar signs ($) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
19. Complete the “Description” for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the services rendered.
20. Select “Y” or “N” from the “Transportation Ind.” drop down menu.
21. Click the “Save Clin/Slin” button at the bottom of the page. If there are additional line items to add, click the icon under “Actions” to add another CLIN/SLIN. Repeat the steps for each Line Item.

22. Select the “Comments” tab if you would like to add any comments to your invoice.



23. Select the “Header” tab to return to the Data Capture screen.

24. Click “Create Document”. This will allow you an opportunity to review the invoice and attach any documentation prior to “Submitting” the invoice to the Requiring Activity.

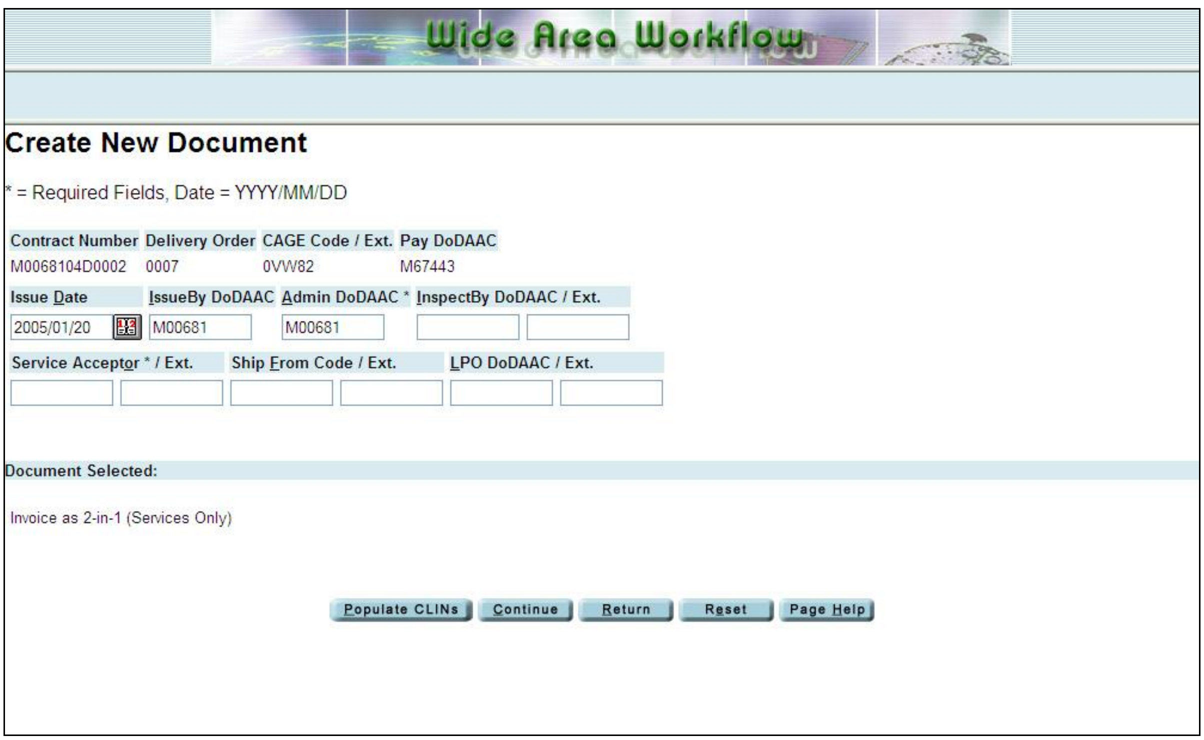
Pre-Populating a 2-in-1 Service Invoice:

> 🖹 ***Please Note:*** *If the contract data for the contract number you entered is available in EDA, a "Populate CLINs" button will appear. Click this button to pre-populate CLIN information for the invoice. This feature will save you precious time and avoid keying errors. We strongly encourage use of Pre-Pop!*

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click "Logon to WAWF".

> 🖹 *Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click "OK", and then enter User ID and Password or Certificate and click "Submit".*

3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Create New Document".
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (M6785402A9007).
6. Select the CAGE Code for your company from the drop down menu and click "Continue".
7. Click on the radio button for "Invoice as 2-in-1 (Services Only)". Document will cycle once and come back up.
8. Click "Continue".


Wide Area Workflow

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
M0068104D0002	0007	0VW82	M67443

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.
2005/01/20	M00681	M00681	

Service Acceptor * / Ext. | Ship From Code / Ext. | LPO DoDAAC / Ext.

Document Selected:

Invoice as 2-in-1 (Services Only)

Populate CLINs | Continue | Return | Reset | Page Help

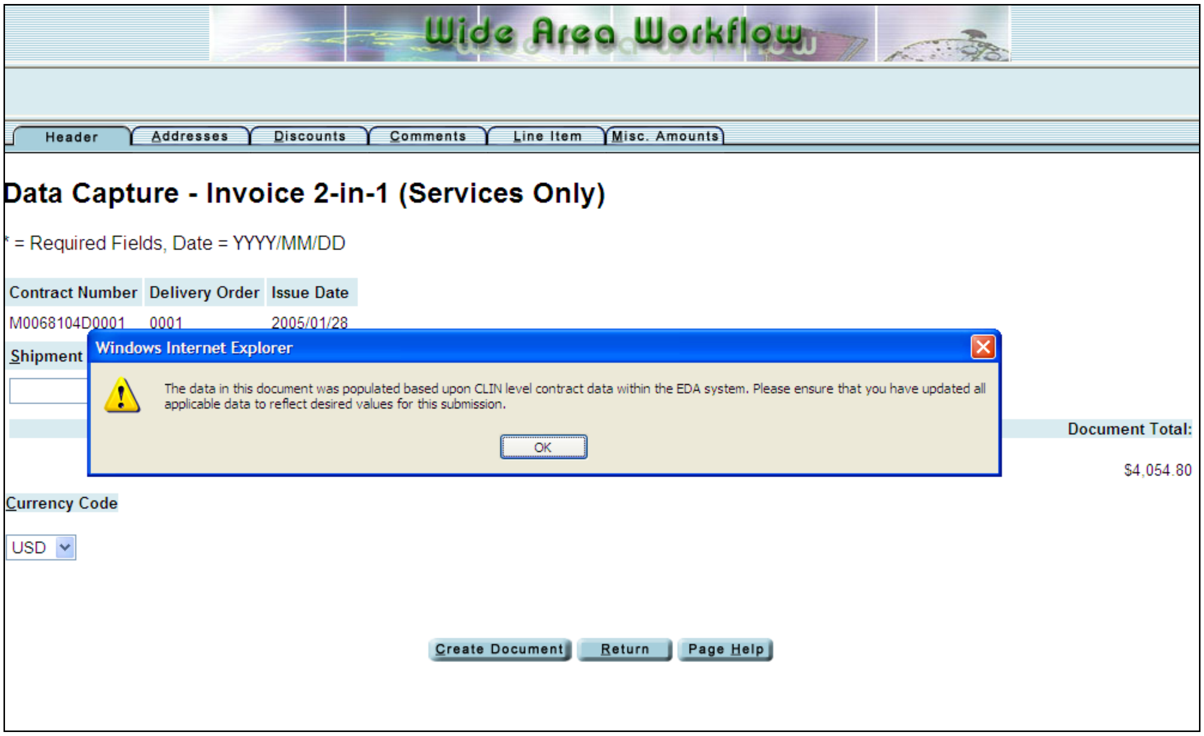
9. Complete the mandatory fields (*) if they do not automatically default.
10. Click "Populate CLINs".

11. Select CLIN/SLIN by either checking the “Checkbox” next to the CLIN/SLIN number or by clicking the “Select All” button.

12. Click “Continue”.

🗐 *Note: The system will direct you to the Line Item tab with the CLIN/SLIN information you pre-populated. Click "Return" if there are multiple CLINs/SLINs that you wish to select.*

13. Click the Edit icon from the "Actions" column if you need to edit CLIN/SLIN information.
14. Select the "Header" tab.
15. Complete the mandatory fields.
16. Click "Create Document".



17. A warning popup window will appear. Click “OK” to proceed.

18. Click “Submit” to submit the invoice.

Final Steps before Submitting:

1. If after reviewing the invoice information you notice an inaccuracy, click “Return”. This will take you back to the Data Capture Screen to make revisions.
2. Once the information has been corrected, click “Submit” at the bottom of the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

> *NOTE: If required or desired, send additional email notifications to applicable personnel. To do this, click “Send More Email Notifications”. Enter the necessary email addresses in the spaces provided and click “Submit”. Once you create a new address it will remain in the address book until you delete it.*

3. If additional invoices or receiving reports need to be created, choose “Return”. This will take you back to the initial WAWF input screen.

Creating a Combo Invoice and Receiving Report:

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click “Logon to WAWF”.

> *Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK, and then enter User ID and Password or Certificate and click “Submit”.*

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create New Document”.
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
6. Select the CAGE Code for your company from the drop down box and click “Continue”.

> *Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.*

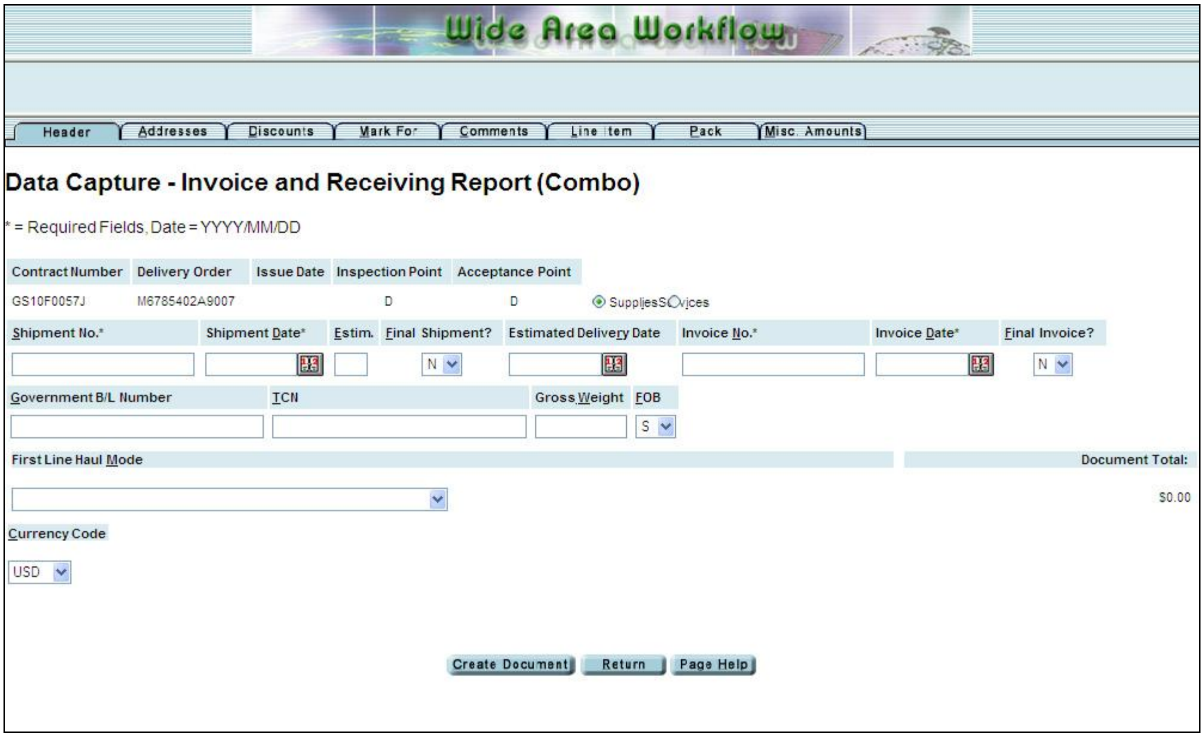
7. Enter the Pay DoDAAC (M67443) and click “Continue”.
8. Click on the radio button for “Invoice and Receiving Report (Combo)”. In most cases, select the option “Destination” rather than “Source” for both the Inspection and Acceptance locations. Click “Continue”.
9. Complete the mandatory fields for the following roles if they do not automatically default:

- Issue By DoDAAC (may default)
- Admin DoDAAC (may default)*
- Ship To DoDAAC

- LPO DoDAAC (if applicable)

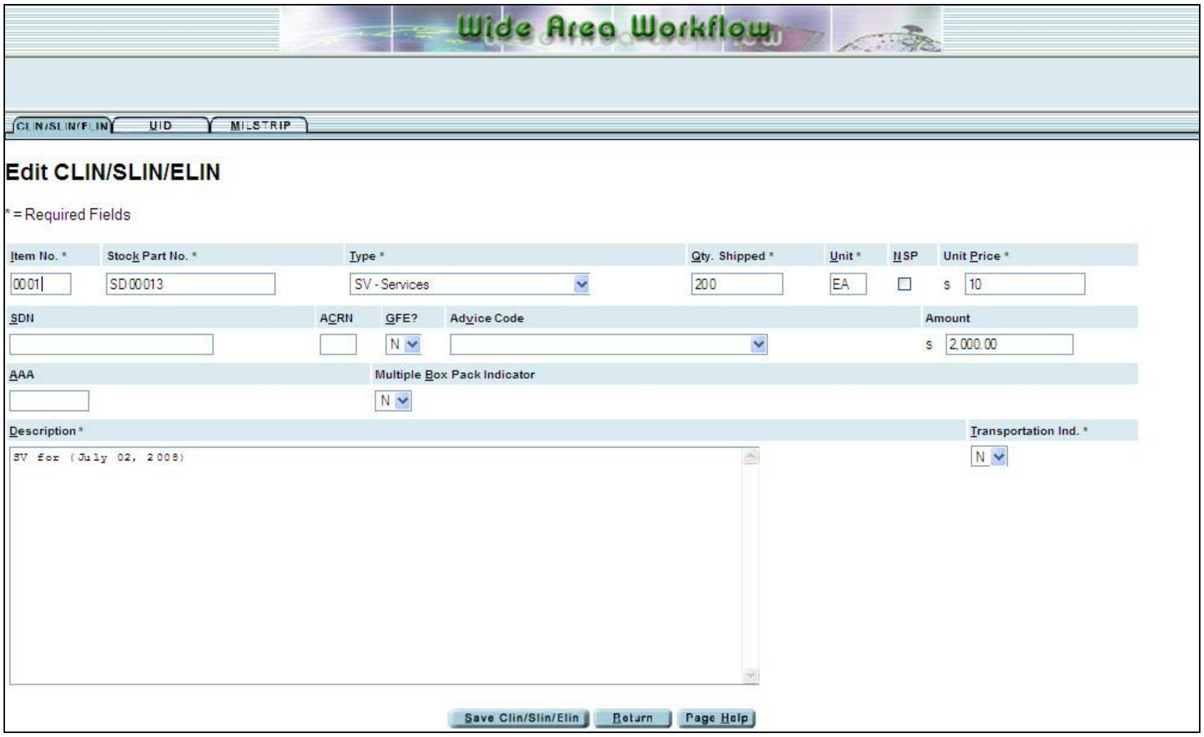
10. Enter Shipment No., Shipment Date, Invoice No., Invoice Date (YYYY/MM/DD) and Final Invoice (Yes/No) selection.

> *Note: Unless the invoice is definitely the final invoice for the contract, be sure the drop down menu is set for "N".*



> *Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "*" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.*

11. Select the "Line Item" tab at the top of the page. Under the "Line Item Details" heading, click the "Actions" icon to add a Line Item.
12. Enter the "Item No." (e.g. 0001 or 0001AA).
13. Enter the "Stock Part No.", and select the part type from the "Type" drop down menu (i.e.: "FS" for Federal Stock No or "VP" for Vendor's Part No).
14. For the "Qty Shipped", enter the total number of goods/supplies being invoiced.
15. Populate the "Unit" field by entering (e.g.) "EA" for Each, "LO" for Lots, or "S1" for Semesters. For additional Units of Measure, refer to the "Display Units of Measure Table" link found at the bottom left of the page.
16. Enter the "Unit Price". No dollar signs ($) are needed, but a decimal point two spaces to the left is required if there are cents in the dollar amount.
17. Complete the "Description" for the CLIN/SLIN/ELIN. Be as descriptive as possible.



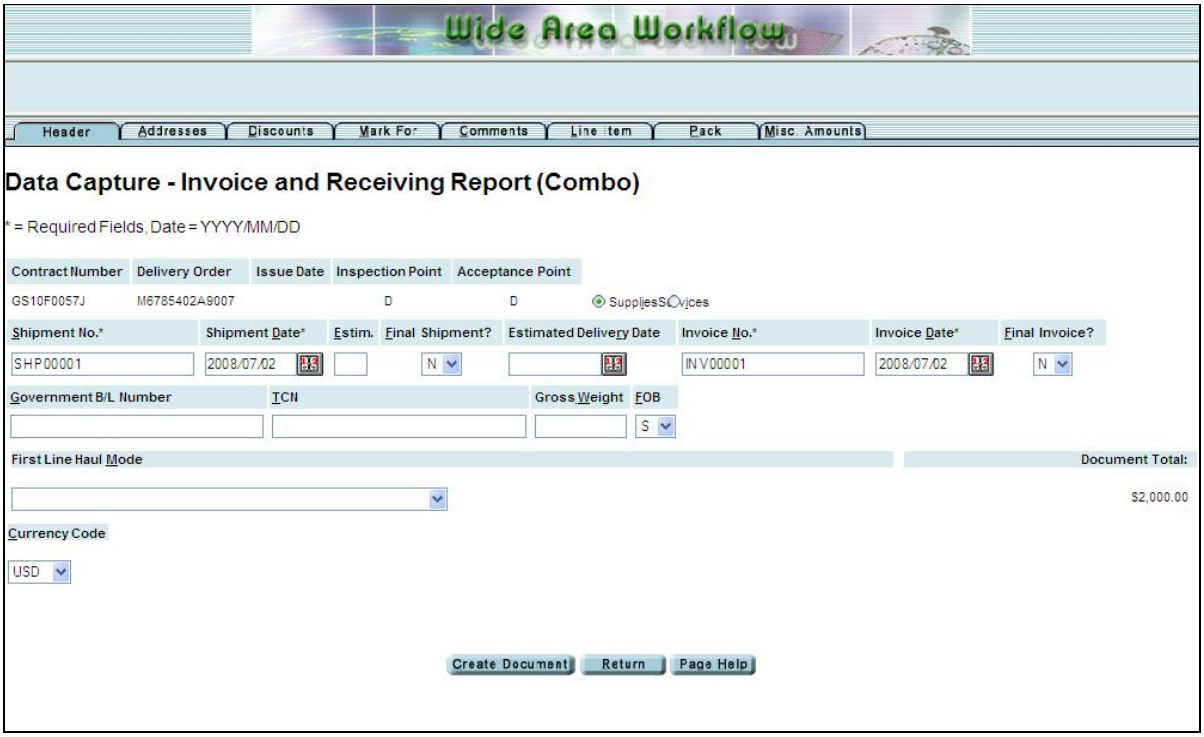
18. You may fill out the Milstrip No. and Milstrip Qty. from the “MILSTRIP” tab if desired, but it is not required.

> 🖹 *Note: Do not complete the “Long Line of Accounting” information (SDN and ACRN). The Government Acceptor is responsible for completing these fields during the invoice acceptance process.*

19. Click the “Save Clin/Slin/Elin” button at the bottom of the page. If there are additional line items to add, click the icon under “Actions” to add another CLIN/SLIN. Repeat the steps for each Line Item.

20. Select the “Discounts” tab if you are offering a discount for payment processed in less than 30/15 days depending on the contract terms. Discounts can be one discount amount and one date combination or, up to two discount percentages and number of days combination. You may leave the “Discount Amount”, “Discount Date”, and “NET” fields blank. Complete the “Requested Data” fields, click the “Save Discount” button, and select the “Header” tab to return to the “Data Capture Screen”.

21. Select the “Comments” tab if you would like to add any comments to your invoice and receiving report.



22. Select the “Header” tab to return to the “Data Capture Screen”.
23. Click “Create Document” at the bottom of the page. This will allow you an opportunity to review the invoice and receiving report and attach any documentation prior to submitting to the Requiring Activity.

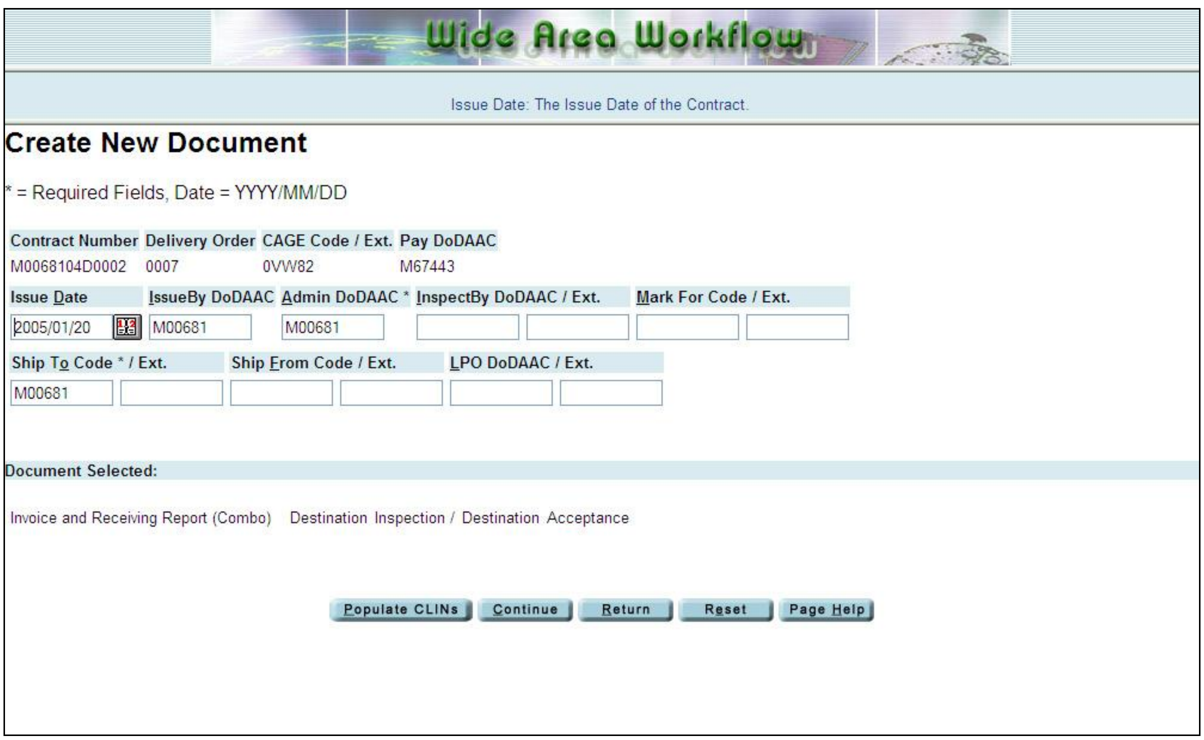
Pre-Populating a Combo Invoice and Receiving Report:

> 🗎 ***Please Note:*** *If the contract data for the contract number you entered is available in EDA, a "Populate CLINs" button will appear. Click this button to pre-populate CLIN information for the invoice. This feature will save you precious time and avoid keying errors. We strongly encourage use of Pre-Pop!*

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click "Logon to WAWF".

> 🗎 *Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click "OK, and then enter User ID and Password or Certificate and click "Submit".*

3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Create New Document".
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
6. Select the CAGE Code for your company from the drop down menu and click "Continue".
7. Click the radio button for "Invoice and Receiving Report (Combo)". Document will cycle once and come back up.
8. Click "Continue".

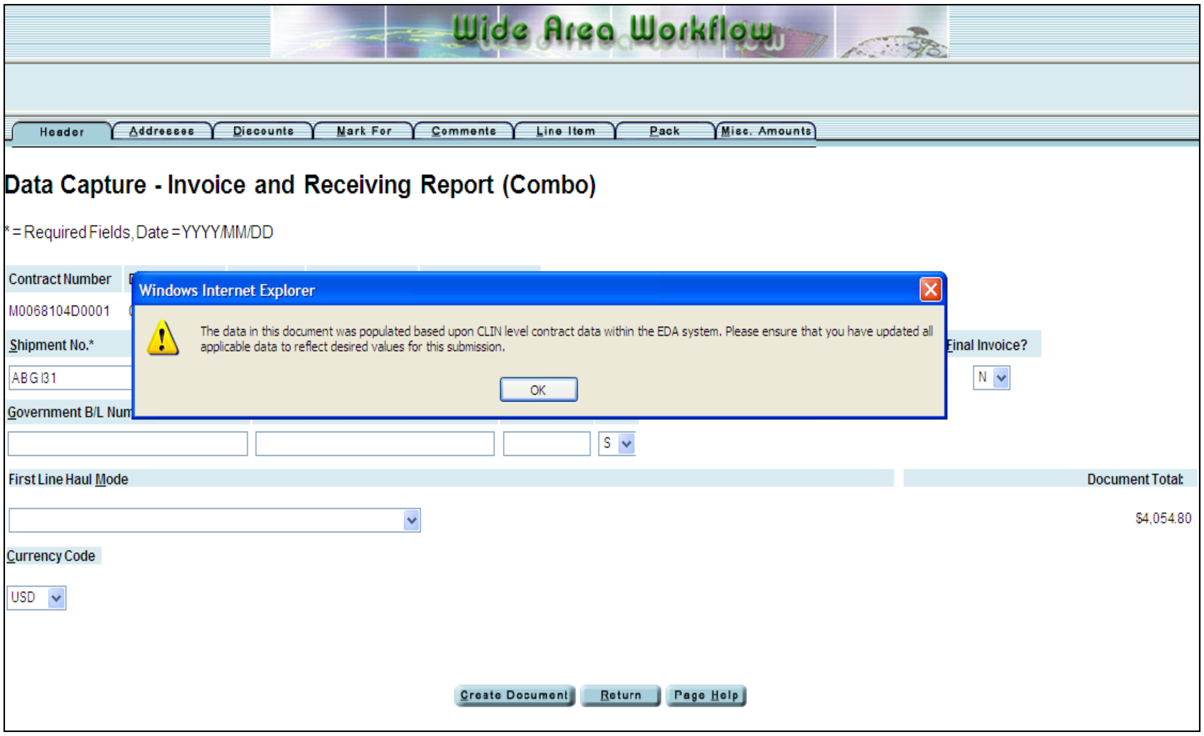


9. Complete the mandatory fields (*) if they do not automatically default.
10. Click "Populate CLINs"

11. Select CLIN/SLIN by either checking the “Checkbox” next to the CLIN/SLIN number or by clicking the “Select All” button.
12. Click “Continue”.

Note: The system will direct you to the Line Item tab, with the CLIN/SLIN information you pre-populated. Click "Return" if there are multiple CLINs/SLINs you wish to select.

13. Click the Edit icon from the "Actions" column if you need to edit CLIN/SLIN information.
14. Select the "Header" tab.
15. Complete the mandatory fields.
16. Click "Create Document".



17. A warning popup window will appear. Click "OK" to proceed.
18. Click "Submit" to submit the invoice.

Final Steps before Submitting:

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the Data Capture Screen to make revisions.
2. Once the information has been corrected, click "Submit" at the bottom of the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

> *🗎 NOTE: If required or desired, send additional email notifications to applicable personnel. To do this, click "Send More Email Notifications". Enter the necessary email addresses in the spaces provided and click "Submit". Once you create a new address it will remain in the address book until you delete it.*

3. If additional invoices or receiving reports need to be created, choose "Return". This will take you back to the initial WAWF input screen.

Creating a Telecom Invoice (Contractual):

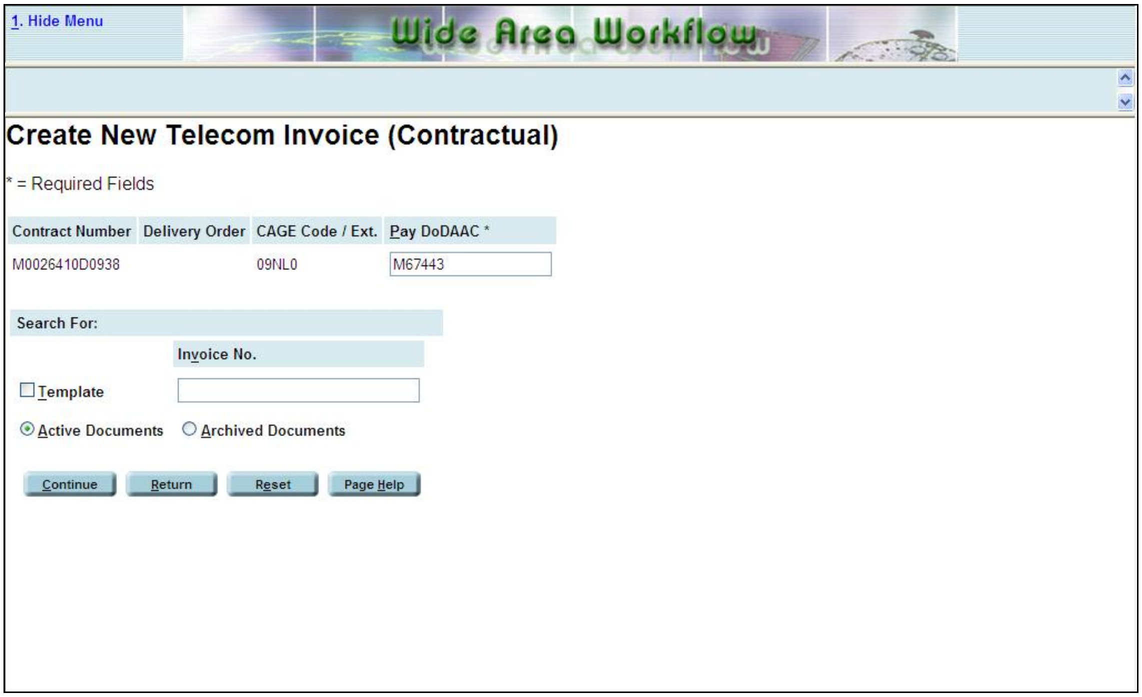
1. Log into **WAWF** at https://wawf.eb.mil.
2. Click "Logon to WAWF".

> 🖹 *Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click "OK". Then enter User ID and Password or Certificate and click "Submit".*

3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Create Telecom Invoice".
5. Select the "Telecom Invoice (Contractual)" radio button.
6. Click "Continue".

7. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
8. Select the CAGE Code for your company from the drop down box.
9. Click "Continue".

> 🖹 *Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.*



1. Hide Menu

Wide Area Workflow

Create New Telecom Invoice (Contractual)

* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
M0026410D0938		09NL0	M67443

Search For:

	Invoice No.
☐ Template	

◉ Active Documents ○ Archived Documents

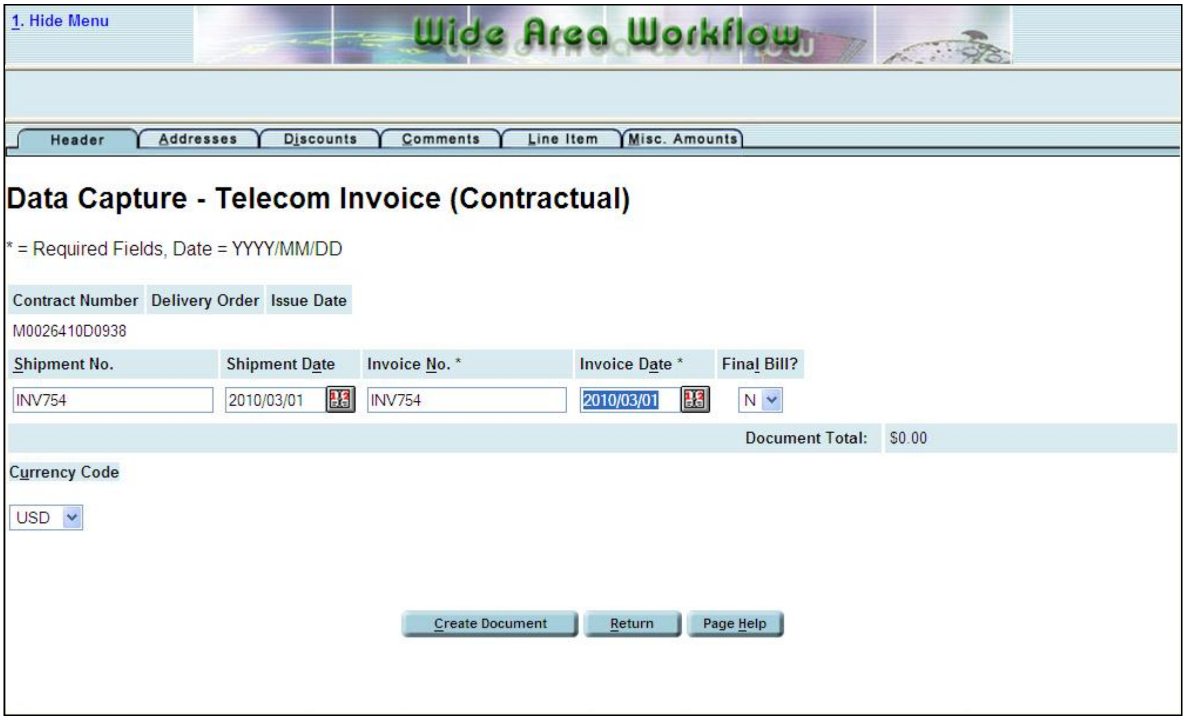
Continue Return Reset Page Help

10. Enter the Pay DoDAAC (e.g. M67443).
11. Click “Continue”.

12. Complete the mandatory fields for the following if they do not automatically default using the information as found in your contract:
    - Issue Date (Contract issue date)
    - IssueBy DoDAAC (e.g. M67854)
    - InspectBy DoDAAC (e.g. M00264)
    - LPO DoDAAC (e.g. HQ0313)
    - Admin DoDAAC (e.g. M67854)*
    - Acceptor DoDAAC and extension (if applicable)*
      * Mandatory information

> *Note: If InspectBy DoDAAC field is left blank, the InspectBy DoDAAC will be auto-populated with the Acceptor DoDAAC.*

13. Click “Continue”.

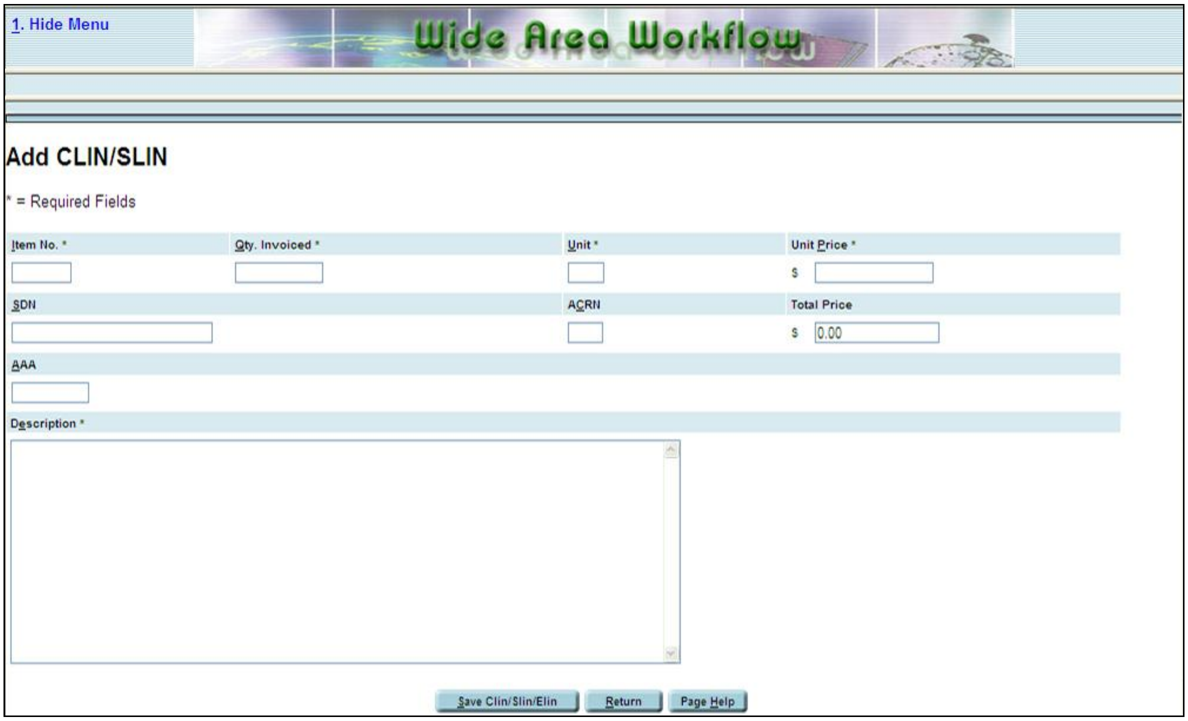


14. Enter Invoice No., Invoice Date (YYYY/MM/DD), and Final Bill (Yes/No) selection. *It is recommended you NEVER mark invoices as final.* If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.*

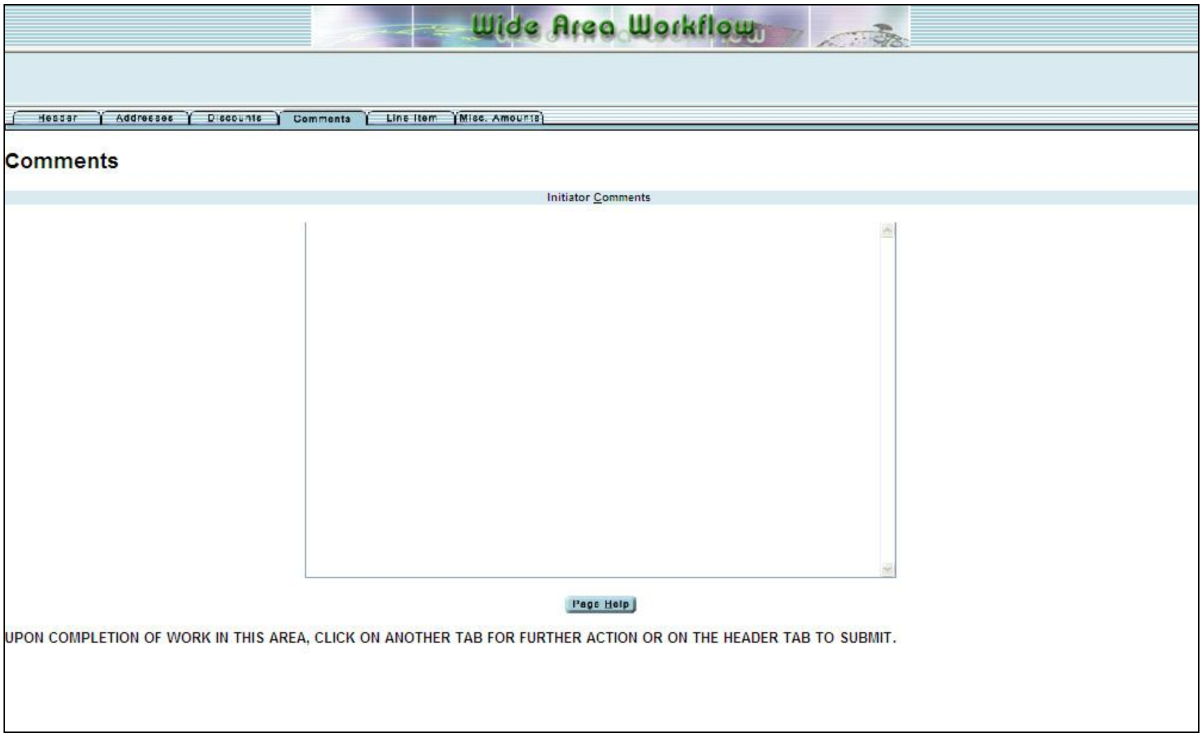
15. Click the “Line Item” tab at the top of the page. Under “Line Item Details” heading, click the icon under “Actions” to add a Line Item.

Note: If multiple line items have the same AAA, SDN, and ACRN, the Add AAA function is available to populate all line items with the same AAA, SDN, and ACRN.

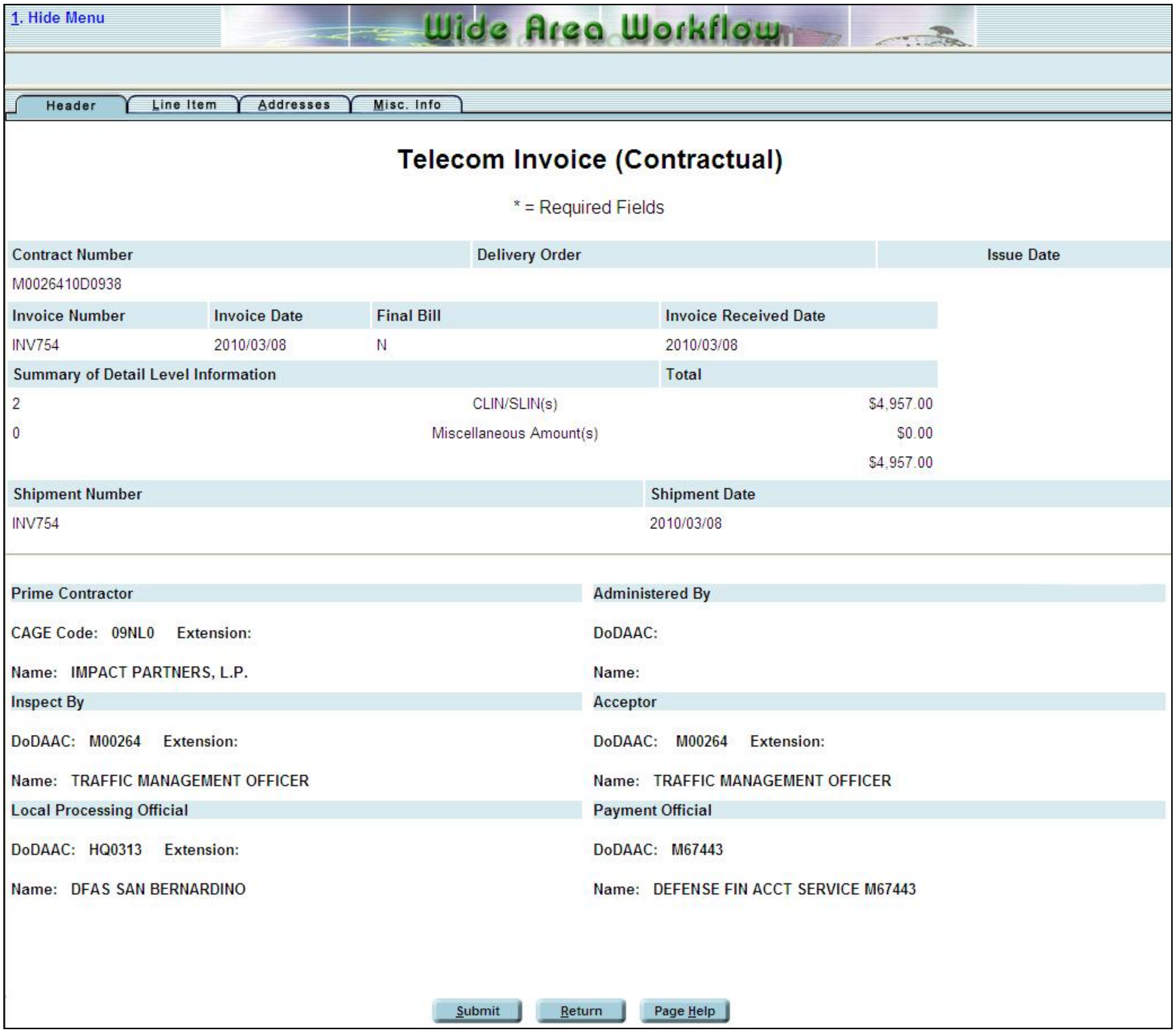


16. Enter the Item No. (e.g. 0001 or 0001AA).
17. In the “Qty. Invoiced” field, enter the total number of fees for what you are invoicing.
18. Enter the appropriate code in the “Unit” field using the codes found in the “Display Units of Measure Table” at the bottom left of the screen.
19. Enter the “Unit Price”. No dollar signs ($) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
20. Complete the “Description” for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the fees being invoiced.
21. Click the “Save Clin/Slin/Elin” button at the bottom of the page. If there are additional line items to add, click the icon under “Actions” to add another CLIN/SLIN. Repeat the steps for each Line Item.

🖹 *Note: If Unit is “M4”, then the Qty. Invoiced can only be 1.*



22. Select the “Comments” tab if you would like to add any comments to your invoice.
23. Select the “Header” tab to return to the Data Capture screen.
24. Click “Create Document”.



Telecom Invoice (Contractual)

* = Required Fields

Contract Number	Delivery Order	Issue Date
M0026410D0938		

Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV754	2010/03/08	N	2010/03/08

Summary of Detail Level Information		Total
2	CLIN/SLIN(s)	$4,957.00
0	Miscellaneous Amount(s)	$0.00
		$4,957.00

Shipment Number	Shipment Date
INV754	2010/03/08

Prime Contractor	Administered By
CAGE Code: 09NL0 Extension:	DoDAAC:
Name: IMPACT PARTNERS, L.P.	Name:
Inspect By	**Acceptor**
DoDAAC: M00264 Extension:	DoDAAC: M00264 Extension:
Name: TRAFFIC MANAGEMENT OFFICER	Name: TRAFFIC MANAGEMENT OFFICER
Local Processing Official	**Payment Official**
DoDAAC: HQ0313 Extension:	DoDAAC: M67443
Name: DFAS SAN BERNARDINO	Name: DEFENSE FIN ACCT SERVICE M67443

Submit Return Page Help

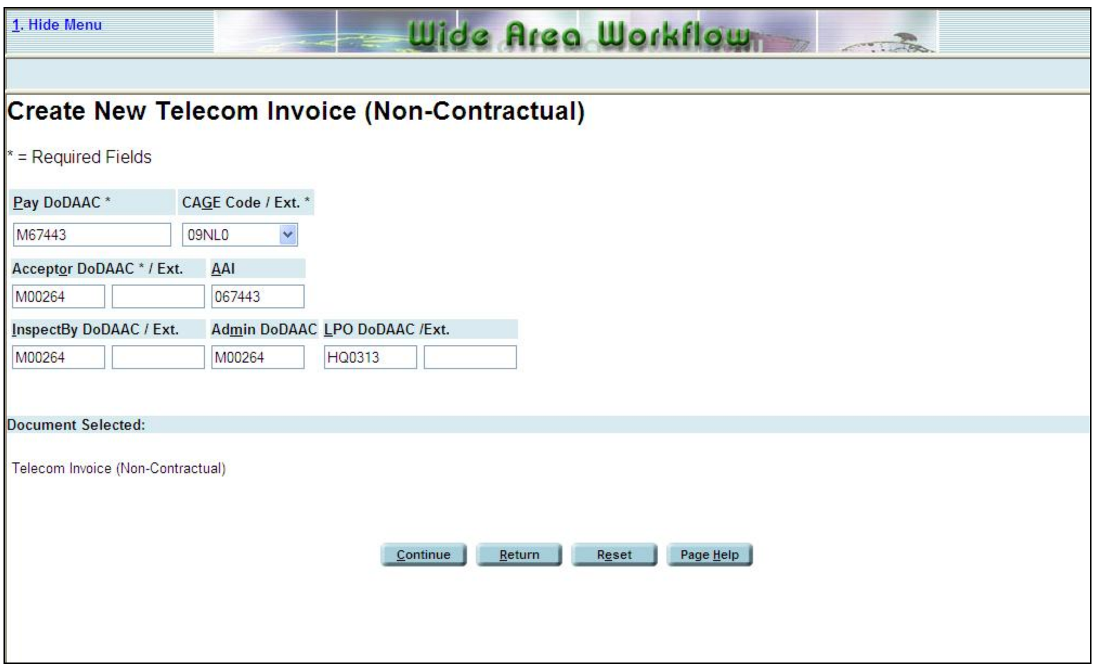
25. This will allow you an opportunity to review the invoice and attach any documentation prior to “Submitting” the invoice to the Requiring Activity.
26. Click “Submit”.

Creating a Telecom Invoice (Non-Contractual):

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click "Logon to WAWF".

> *🗐 Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click "OK, and then enter User ID and Password or Certificate and click "Submit".*

3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Create Telecom Invoice".
5. Select "Telecom Invoice (Non-Contractual)" and click "Continue".

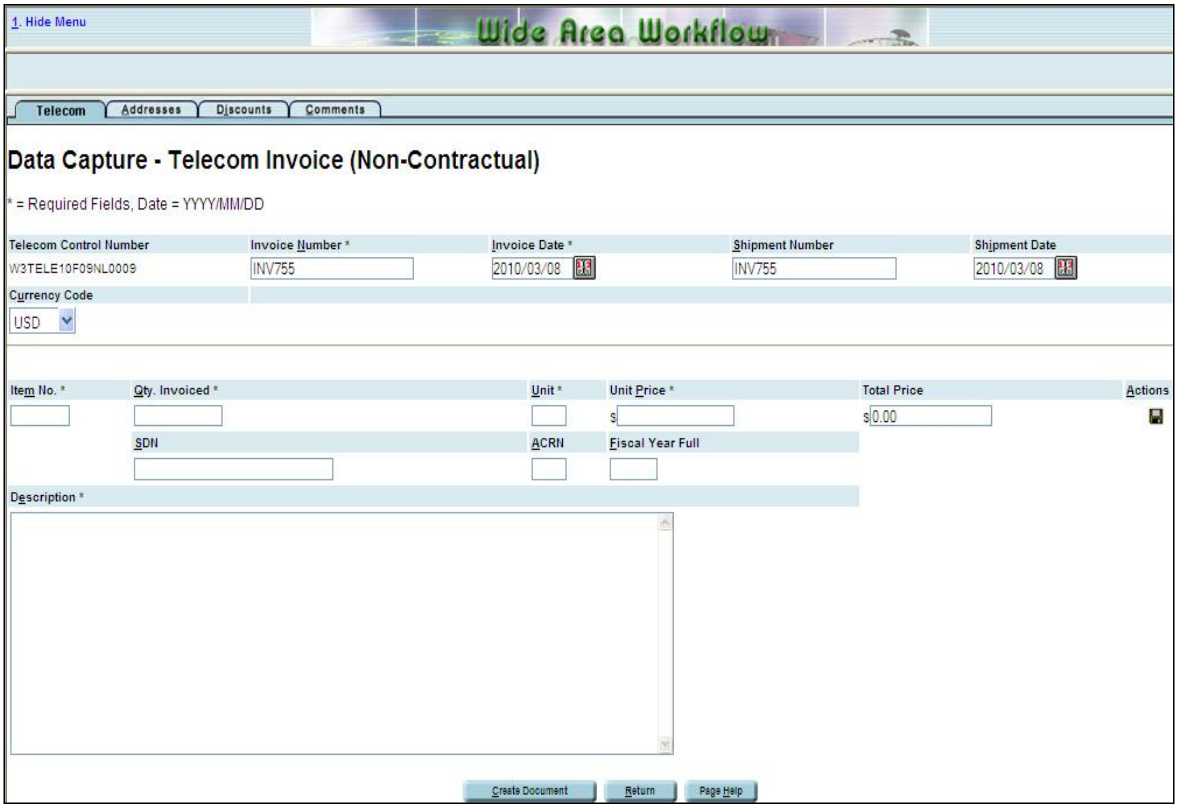


6. Enter the Pay DoDAAC (e.g. M67443)".
7. Select the CAGE Code for your company from the drop down box and click "Continue".
8. Enter the Acceptor DoDAAC and extension (if applicable) and Admin DoDAAC (e.g. M67854).
9. Click "Continue".

> *🗐 Note: If InspectBy DoDAAC and Admin DoDAAC field is left blank, the InspectBy DoDAAC and Admin DoDAAC will be auto-populated with the Acceptor DoDAAC.*

10. Enter Invoice No. and Invoice Date (YYYY/MM/DD). Click the “Actions” icon to complete the Line Item fields. If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

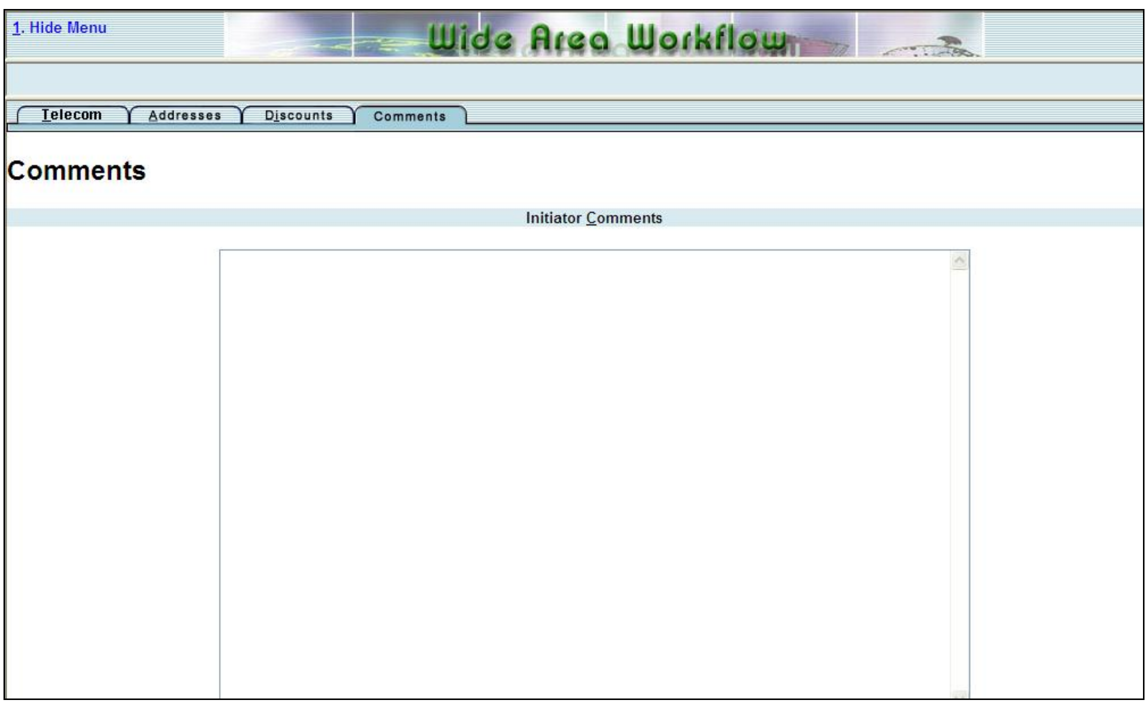
> 🗐 *Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the “*” shortcut (Shift + 8 to create a “*”), which will put the current date in this field.*



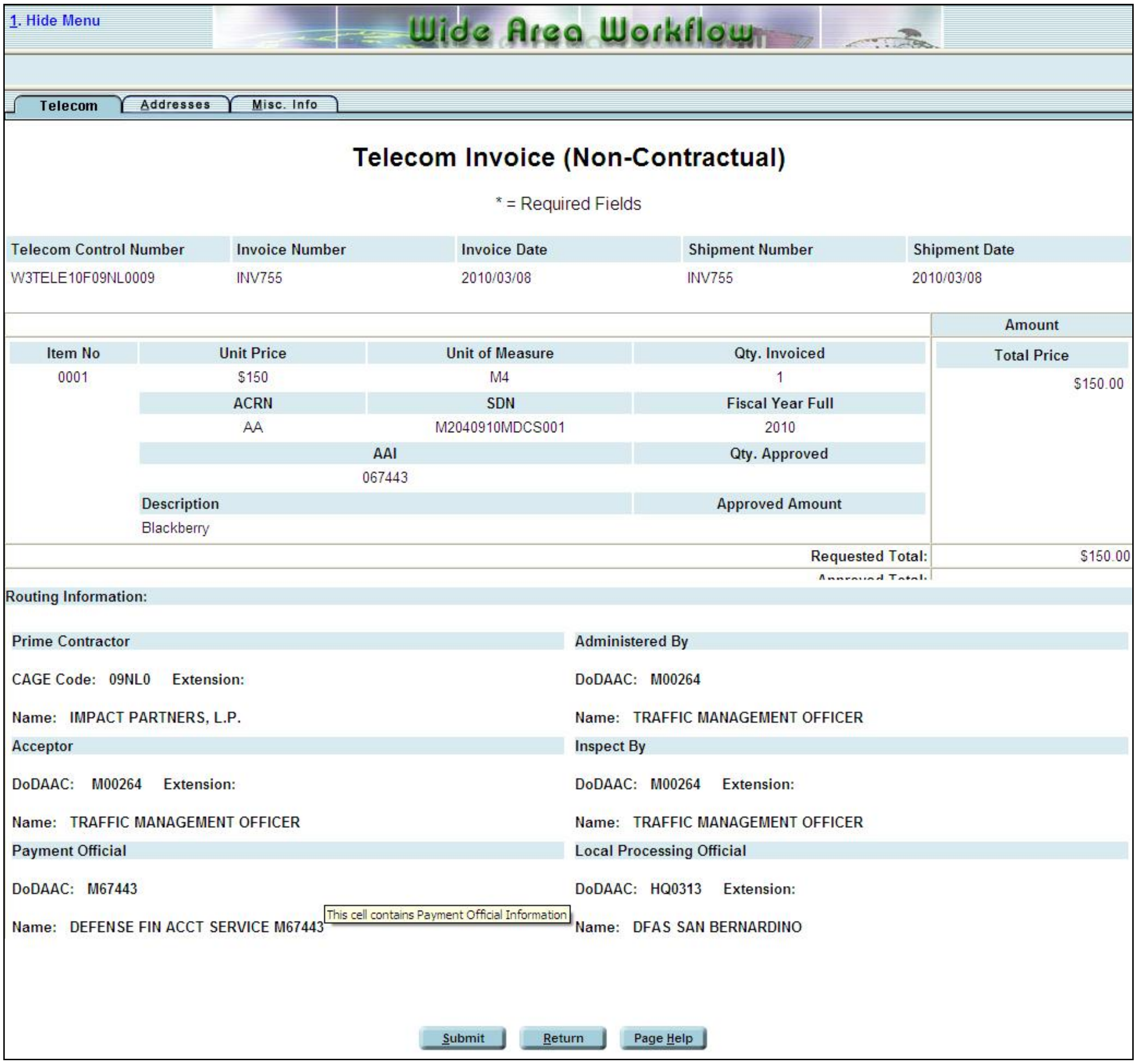
11. Enter the Item No. (e.g. 0001).
12. Enter the Qty. Invoiced.
13. Enter the appropriate code in the “Unit” field using the codes found in the “Display Units of Measure Table” at the bottom left of the screen.
14. Enter the “Unit Price”. No dollar signs ($) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
15. Complete the “Description” field. Be as descriptive as possible. It is important to enter the Period of Performance for the fees being invoiced.
16. Click the Save icon under “Actions”.

🖹 *Note: If Unit is “M4”, then the Qty. Invoiced can only be 1.*

17. If there are additional items to add, click the icon under "Actions" to add another Item. Repeat the steps for each Line Item.



18. Select the "Comments" tab if you would like to add any comments to your invoice.
19. Select the "Telecom" tab to return to the Data Capture screen.
20. Click "Create Document".



21. Click the "Submit" button.

Misc. Pay Introduction:

Miscellaneous Pay is a non-contractual "3-in-1" transaction containing the required information to support entitlement, ensure government acceptance and effect payment. The Misc. Pay can be initiated in two forms: (1) Vendor initiated for companies with a CAGE Code or, (2) Government Initiator/Acceptor initiated for (a) Federal Employee Personal Reimbursements or (b) on behalf of any Non-Federal Entity.

Creating a Miscellaneous Payment:

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click "Logon to WAWF".
3. Click the "Vendor" link on the left side of the screen.

> *Note: The Vendor initiated Miscellaneous Payments follow a process flow similar to the Invoice 2-in-1 currently used in WAWF. (If you are not familiar with this process, please see the section "Creating a 2-in-1 Service Invoice.")*

4. Select "Create Misc. Pay".
5. The "Create New Misc. Pay Voucher" screen appears.

6. Complete the mandatory fields (*) for the following fields:
   - Pay DoDAAC* (e.g. M67443)
   - CAGE Code/Ext.*
   - Service Acceptor*/Ext.
   - Acct Install No* (e.g. 067443)

   * Mandatory information

7. Click “Continue”.

8. Complete the fields for LPO DoDAAC and Admin DoDAAC.

9. Enter your unique Invoice No. and select the appropriate “Misc. Type” using the codes found in the “Display Misc. Pay Types” link at the bottom left of the screen.

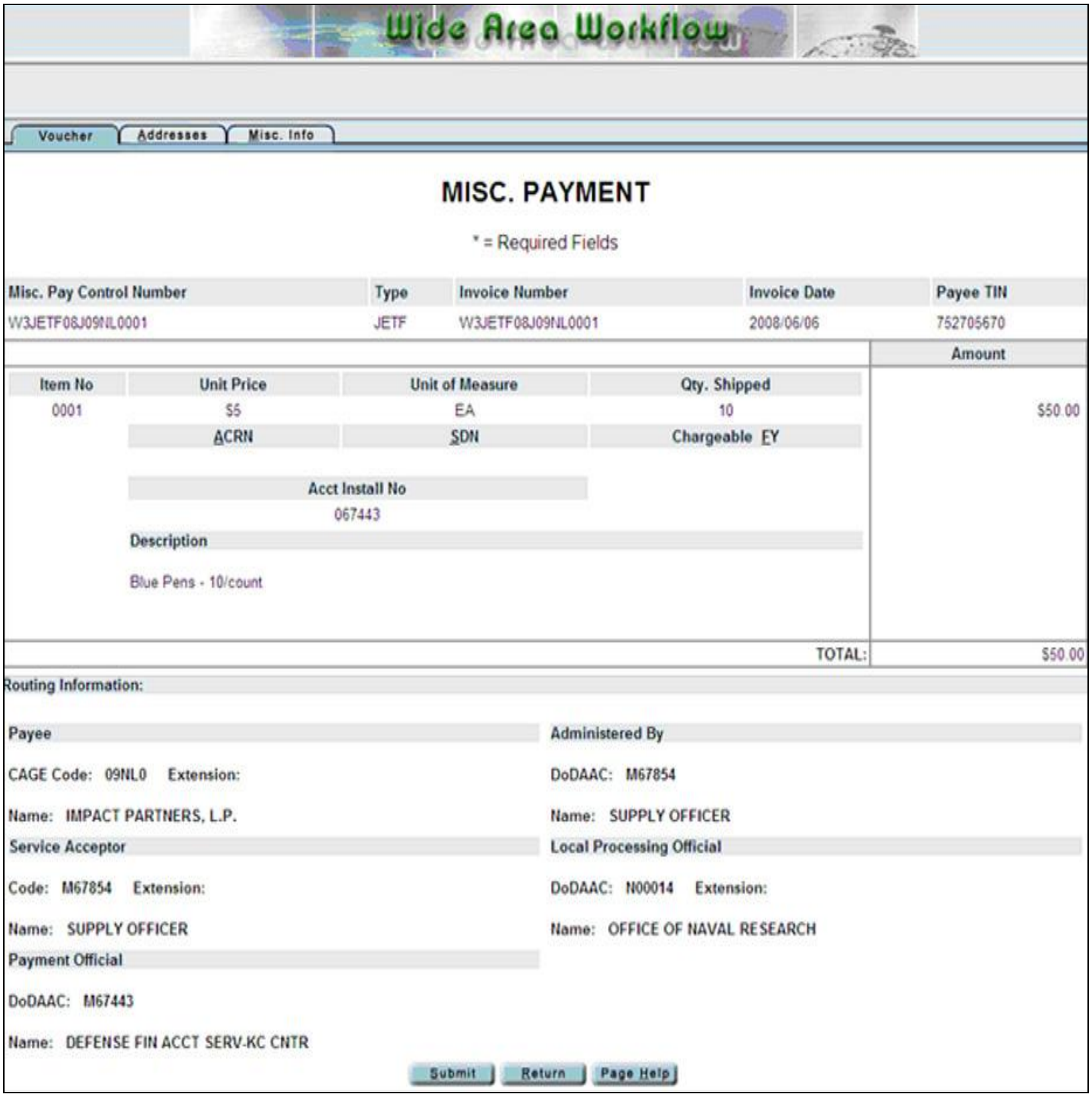
10. Click “Continue”.

11. The “Data Capture – Misc. Pay Voucher” screen appears and, based on previously entered data, WAWF generates the Misc. Pay Control Number.

12. Click the "Actions" icon to enter Line Item information. Complete all required fields (*) and clearly identify the item(s) invoiced in the "Description" box.

Note: The SDN, ACRN, and Chargeable FY fields are not required at this time.

13. Click the Save icon under "Actions".
14. Review all information for accuracy, especially the DoDAACs. If changes are required, click the Edit icon. If you need to add additional line items, click the Add icon. Remember to save each Line Item.
15. Click "Create Document".



MISC. PAYMENT

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee TIN
W3JETF08J09NL0001	JETF	W3JETF08J09NL0001	2008/06/06	752705670

Item No	Unit Price	Unit of Measure	Qty. Shipped	Amount
0001	$5	EA	10	$50.00
	ACRN	SDN	Chargeable FY	
	Acct Install No			
	067443			

Description

Blue Pens - 10/count

TOTAL: $50.00

Routing Information:

Payee

CAGE Code: 09NL0 Extension:

Name: IMPACT PARTNERS, L.P.

Administered By

DoDAAC: M67854

Name: SUPPLY OFFICER

Service Acceptor

Code: M67854 Extension:

Name: SUPPLY OFFICER

Local Processing Official

DoDAAC: N00014 Extension:

Name: OFFICE OF NAVAL RESEARCH

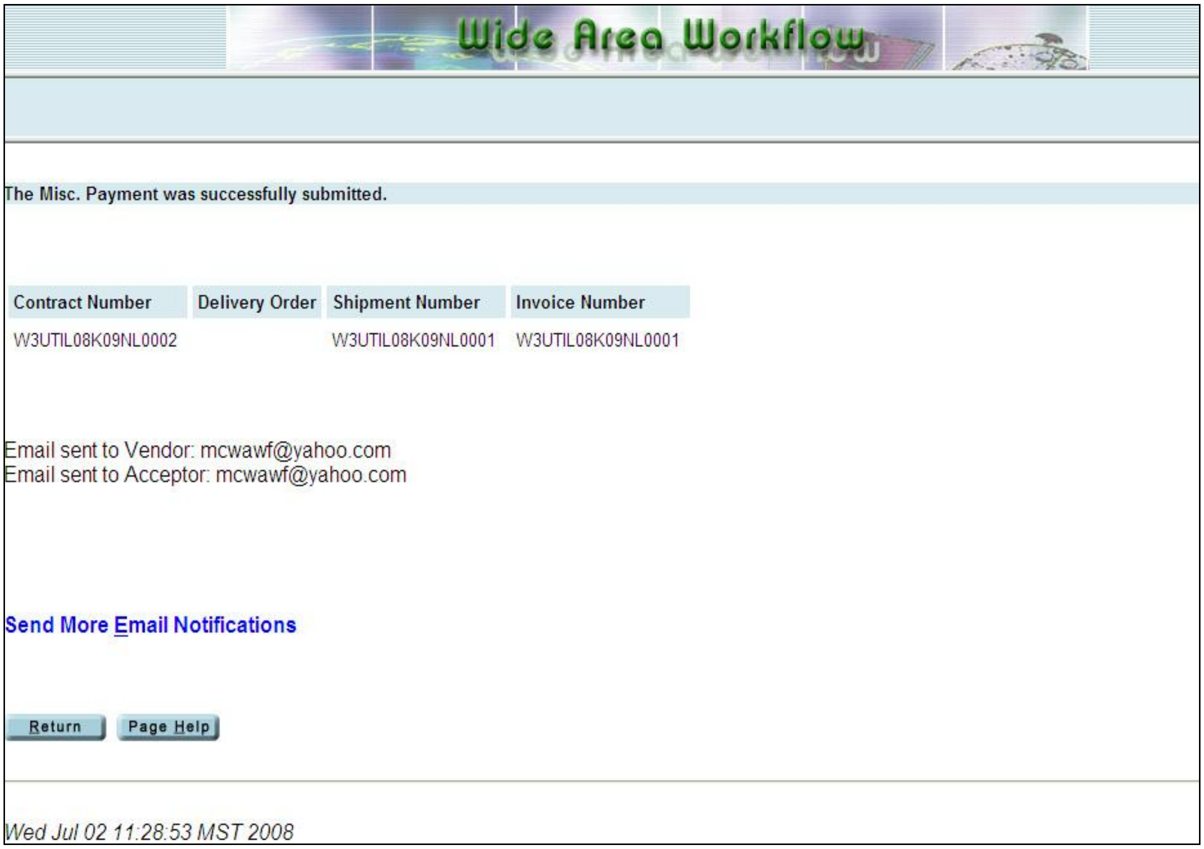
Payment Official

DoDAAC: M67443

Name: DEFENSE FIN ACCT SERV-KC CNTR

Submit | Return | Page Help

16. The Misc. Pay document is now ready for submission. Verify the data is correct and, if changes are required, click “Return”. Otherwise click “Submit”.



17. A screen appears confirming “The Misc. Payment was successfully submitted.”
18. Click “Send More Email Notifications”.
19. Select recipient(s) or add e-mail addresses. Click “Submit”.

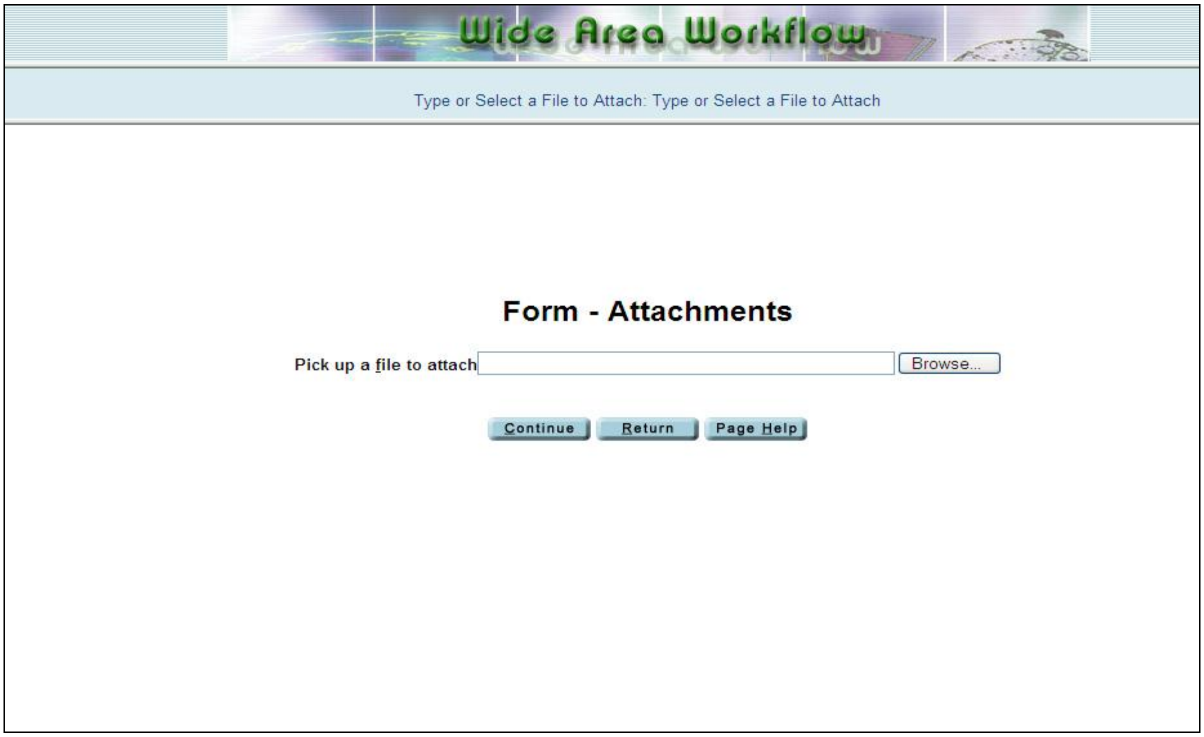
> *Note: New email addresses are automatically saved to your Address Book after adding.*

20. Once your document has been created and submitted, it can be viewed in the Vendor History Folder. Make note of the Misc. Pay Control Number for ease of search.

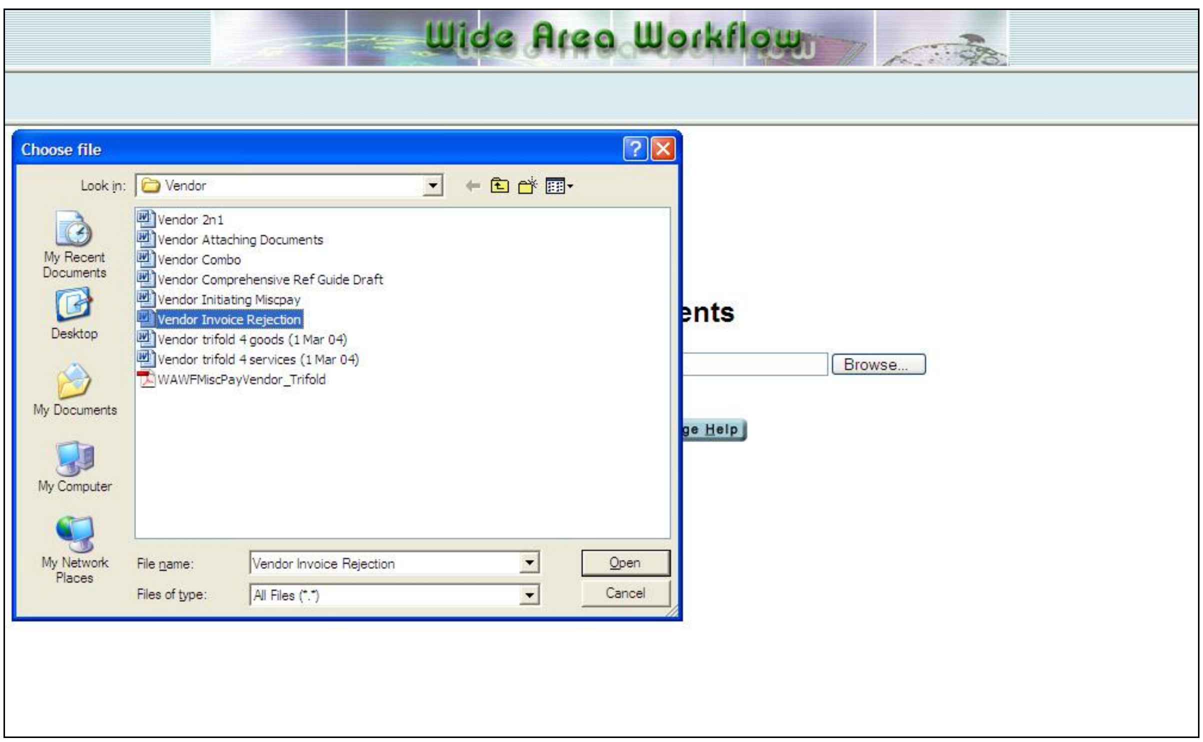
Attaching Documentation:

1. If supporting documentation is to be attached for (e.g.) timesheets, vacation documentation; expense receipts, etc., to a created Combo (Invoice and Receiving Report), 2-in-1 Service Invoice, Telecom Contractual, Telecom Non-Contractual document:
2. Select the “Misc. Info” tab at the top of the page. The attachment specific buttons will appear on the right side of the page.

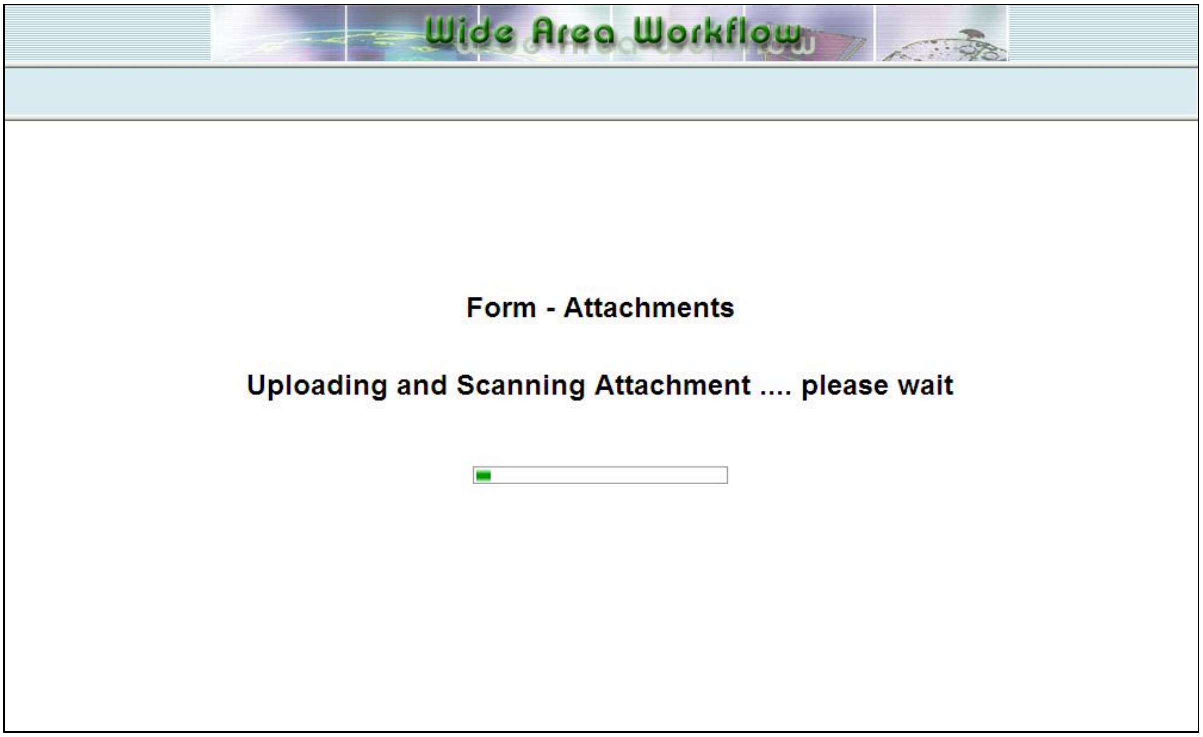
3. Click on the Add icon next to the “Attachments” drop down box.



4. Click the “Browse” button on the Attachments page.



5. Select the file you want to attach.
6. Click the “Open” button.



7. Click “Continue”. The Attachments Uploading status page will appear.

> 🖹 *Note: Files with special characters or additional extensions in the name cannot be uploaded. A pop-up warning window will appear if the system recognizes such file names. Rename file as needed.*

8. After a successful upload of an attachment, the attachment will appear in the attachments dropdown box.

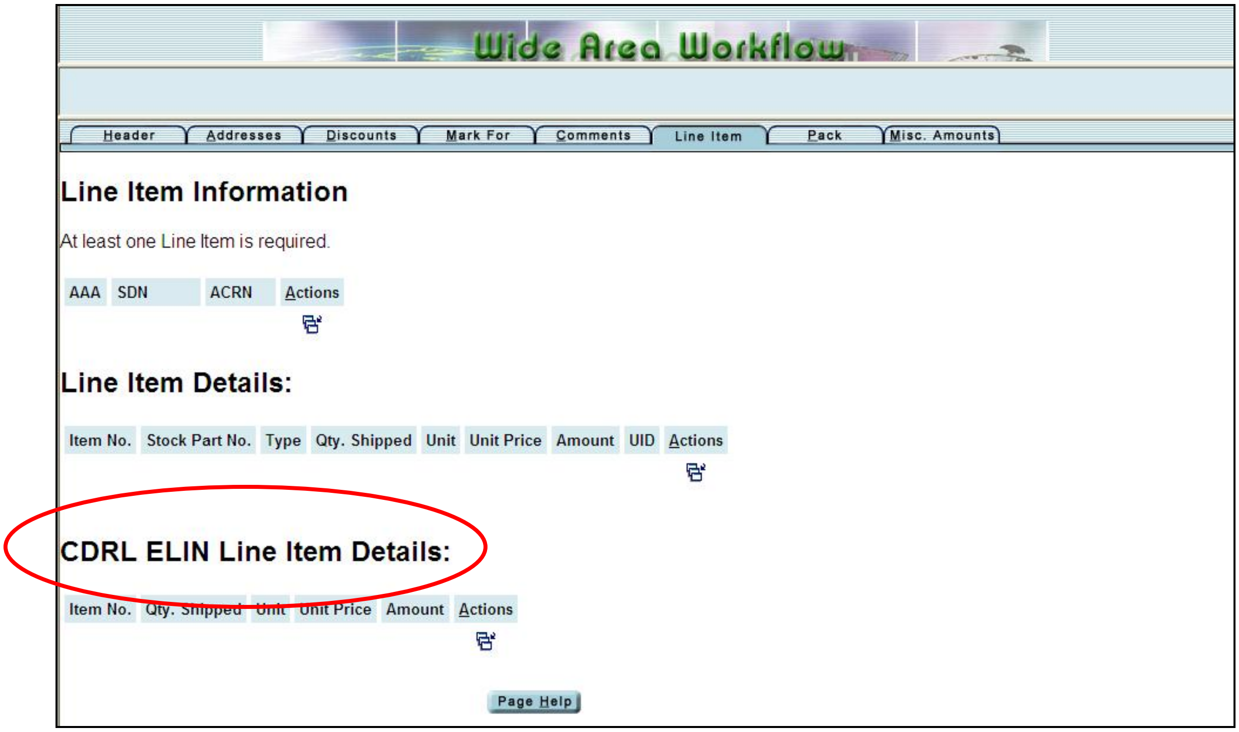
Note: Attached Files can be removed or extracted. In order to Remove or Extract attached files, select the file from the dropdown menu and click on the Remove or Extract button.

9. Click “Continue”. Your attachment will appear in the “Attachments” drop down box. You may repeat these steps to attach additional documents up to a total of 1.5 MB. Return to the “Header” tab to continue.

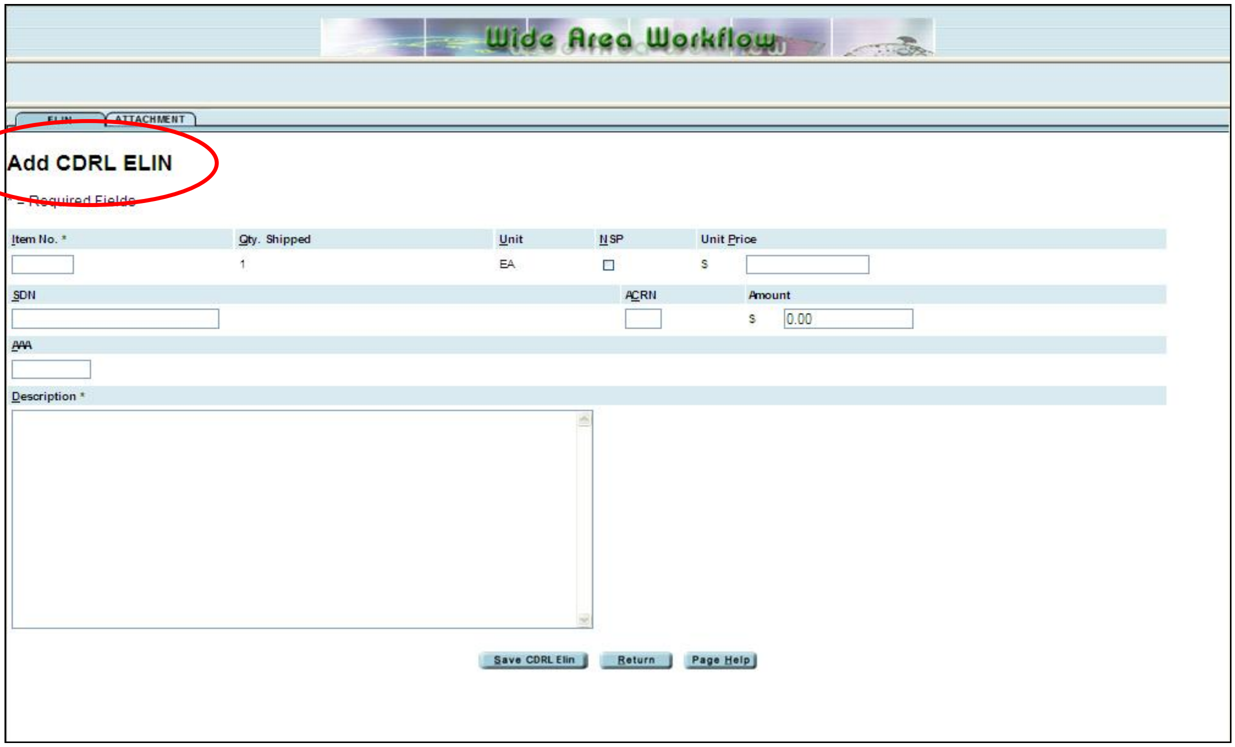
CDRL Attachments Tied to a ELIN:

Vendor has capability to designate attachments as containing data deliverables pursuant to a CDRL and to identify the destination system. User can attach a CDRL type attachment, tied to a ELIN on a Receiving Report:

- First position is a alpha character (A-Z).
- Last three positions are alphanumeric.



1) In the Line Item tab, click the "CDRL ELIN Line Item Details.



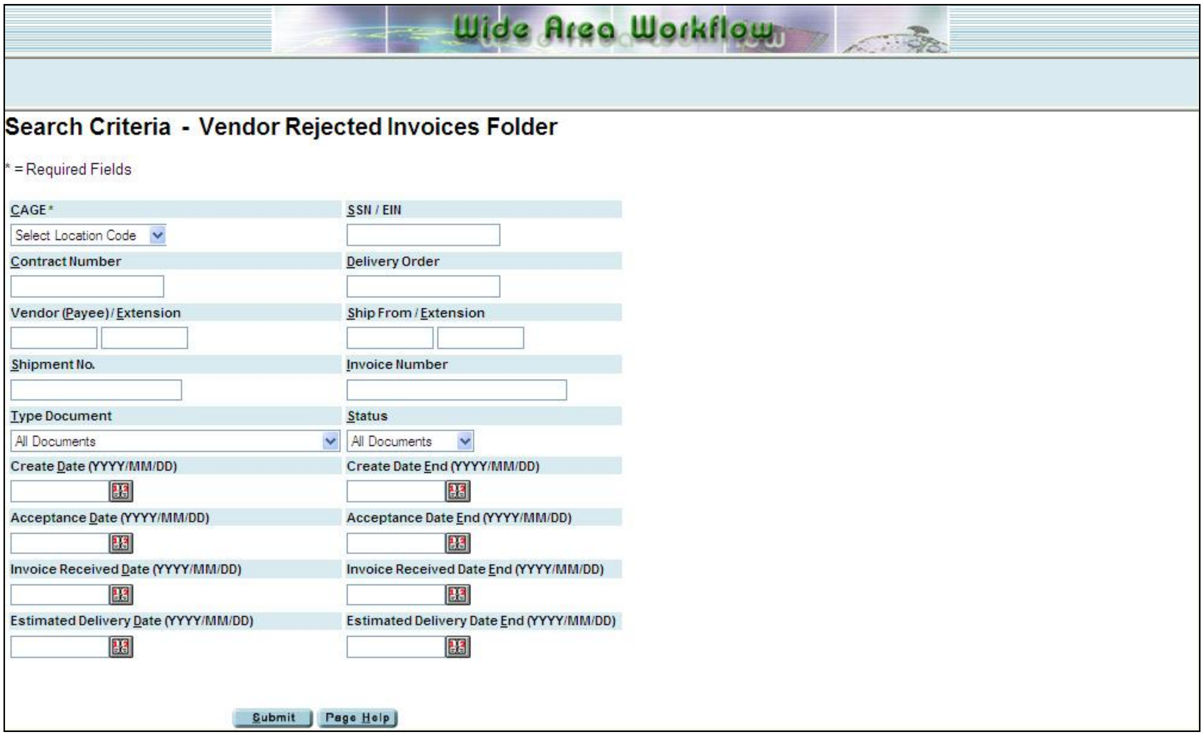
2) In the ELIN tab, add the CDRL ELIN information.

3) In the Attachment tab, enter the SYSUID & add applicable attachments.

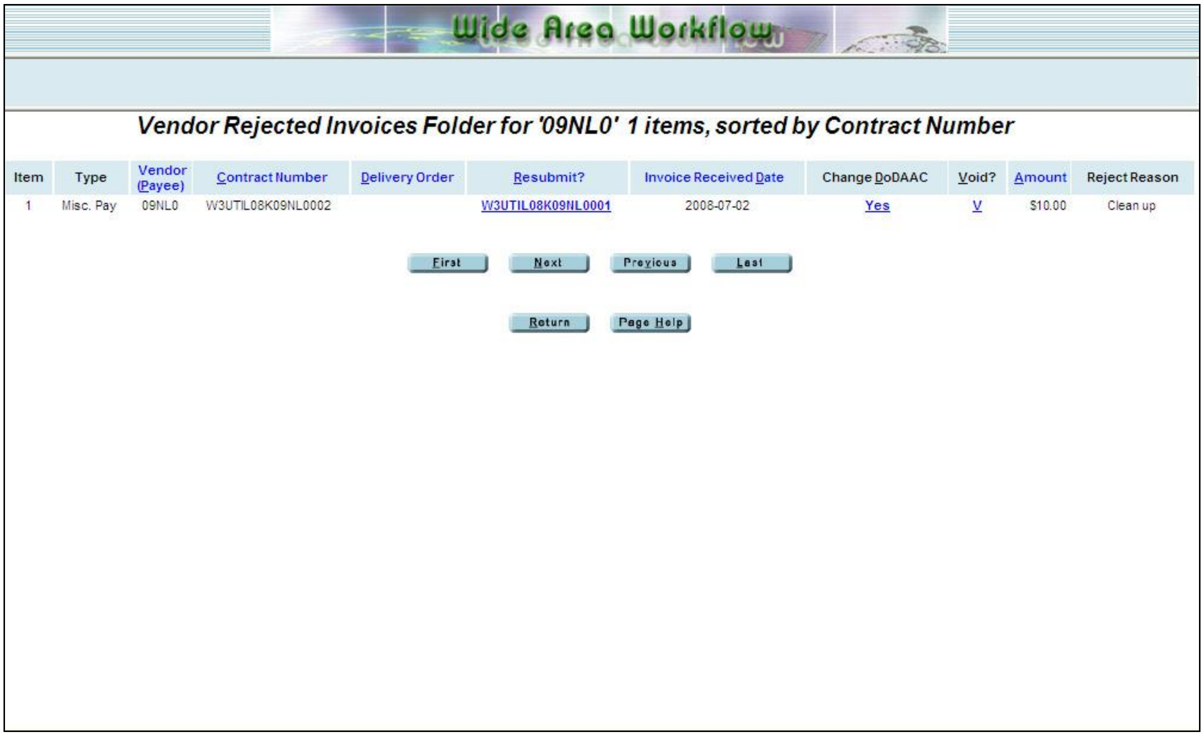
If an Invoice or Receiving Report Is Rejected:

Due to your Item Number (CLIN), Quantity Shipped, Unit, Unit Price, or Description containing incorrect information.

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click “Logon to WAWF”.
3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Access Rejected Invoices”.

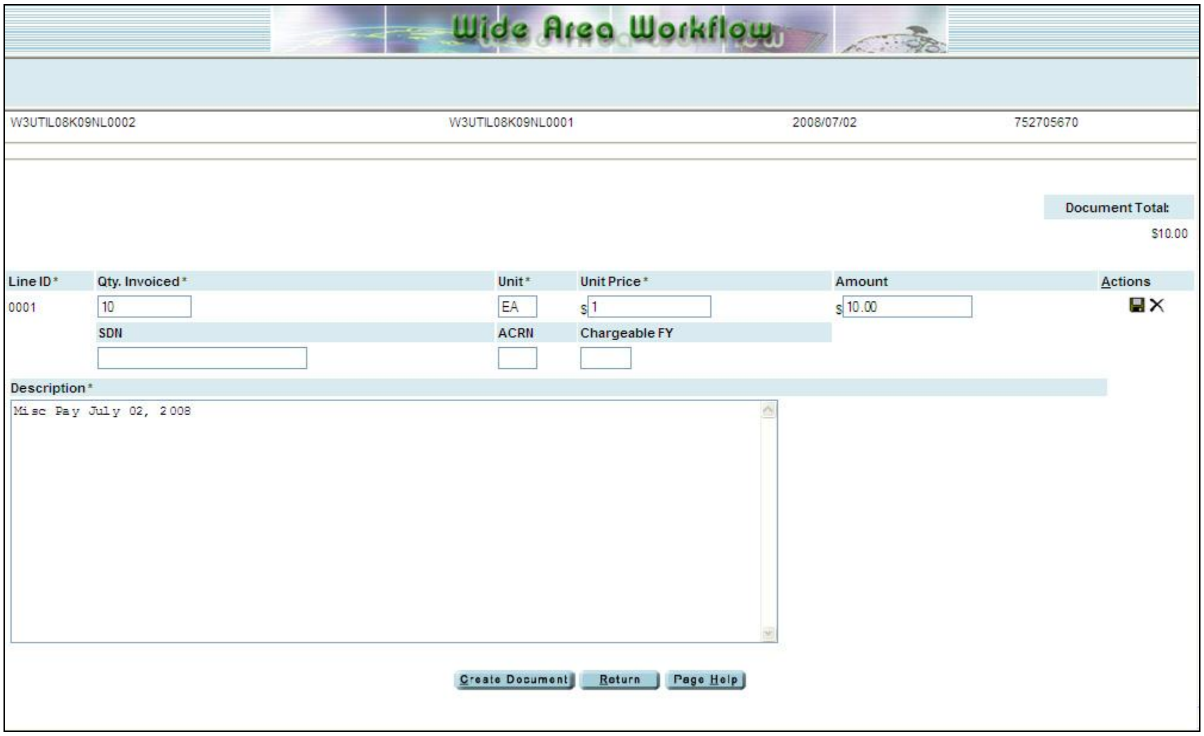


5. Select the CAGE Code from the dropdown menu.



6. Click your Invoice Number under the column titled "Resubmit?".

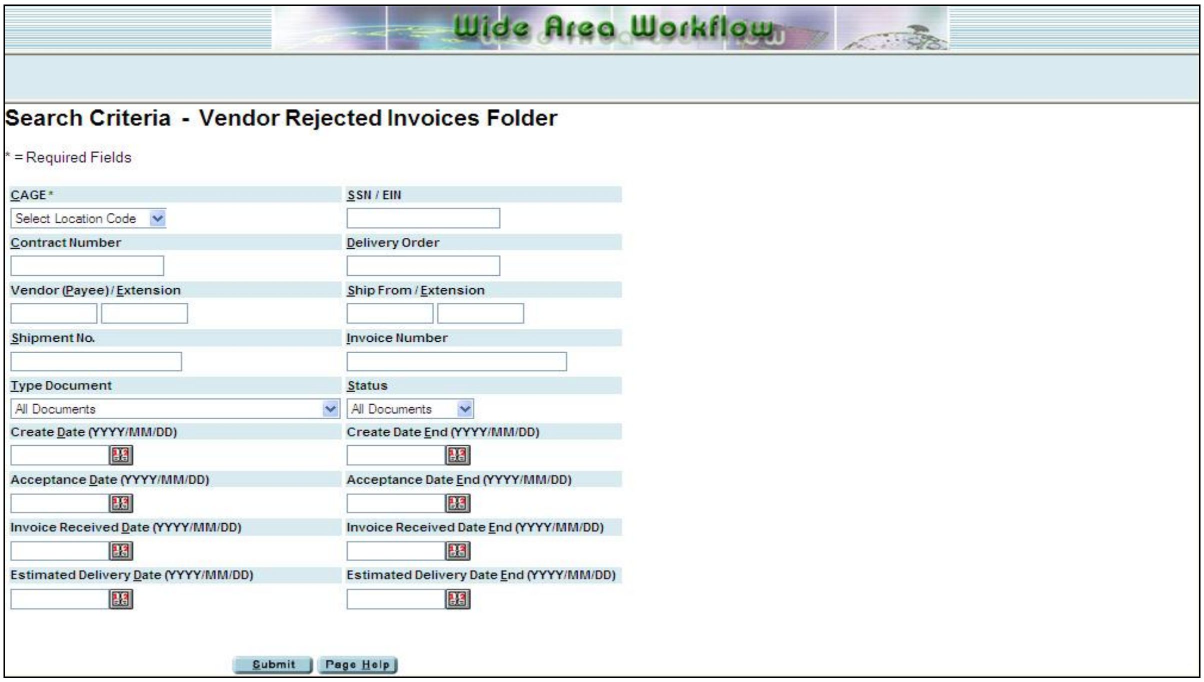
7. Click on the Edit Line Item icon under "Actions".



8. Correct the incorrect data and click the Save icon.
9. Click the “Create Document” button at the bottom of the page. This will allow you opportunity to review the invoice and attach any documentation prior to submitting the invoice to the Requiring Activity.

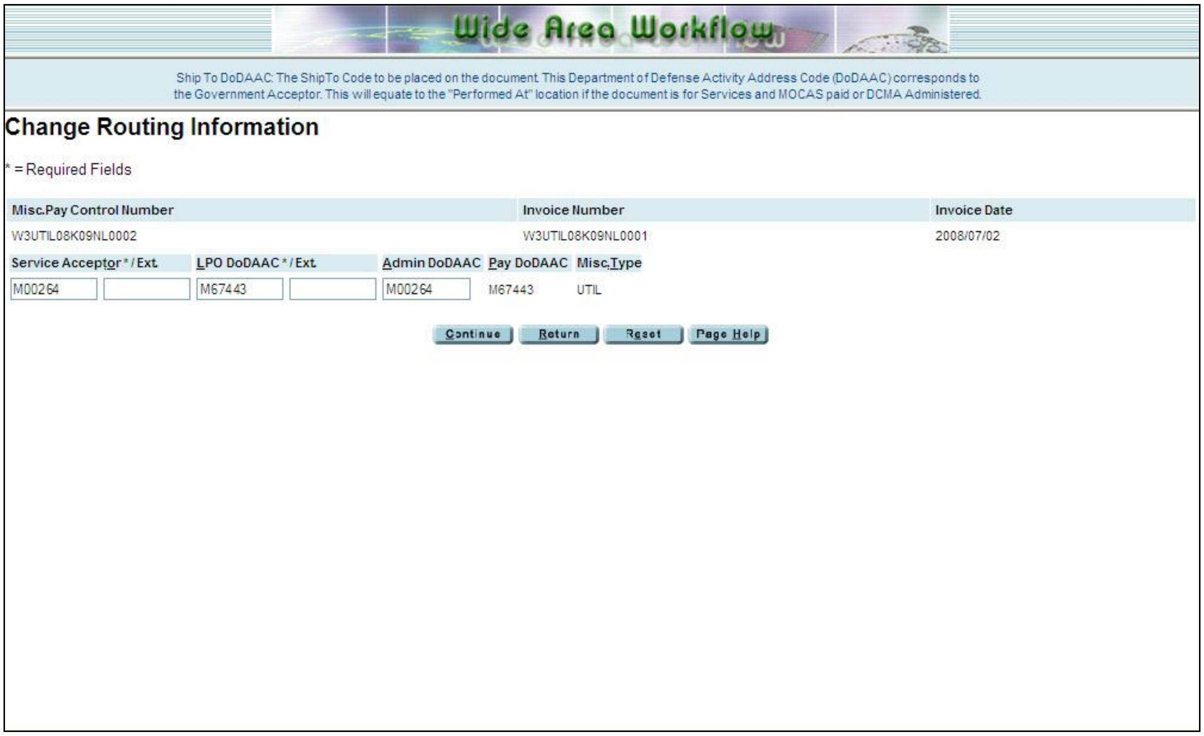
Due to not including necessary/correct DoDAAC information.

1. Log into **WAWF** at https://wawf.eb.mil.
2. Click “Logon to WAWF”.
3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Access Rejected Invoices”.



5. Choose the CAGE Code.

6. Under the column titled “Change DoDAAC” click “Yes”.


Wide Area Workflow

Ship To DoDAAC: The ShipTo Code to be placed on the document. This Department of Defense Activity Address Code (DoDAAC) corresponds to the Government Acceptor. This will equate to the "Performed At" location if the document is for Services and MOCAS paid or DCMA Administered.

Change Routing Information

* = Required Fields

Misc.Pay Control Number	Invoice Number	Invoice Date
W3UTIL08K09NL0002	W3UTIL08K09NL0001	2008/07/02

Service Acceptor * / Ext.		LPO DoDAAC * / Ext.		Admin DoDAAC	Pay DoDAAC	Misc.Type
M00264		M67443		M00264	M67443	UTIL

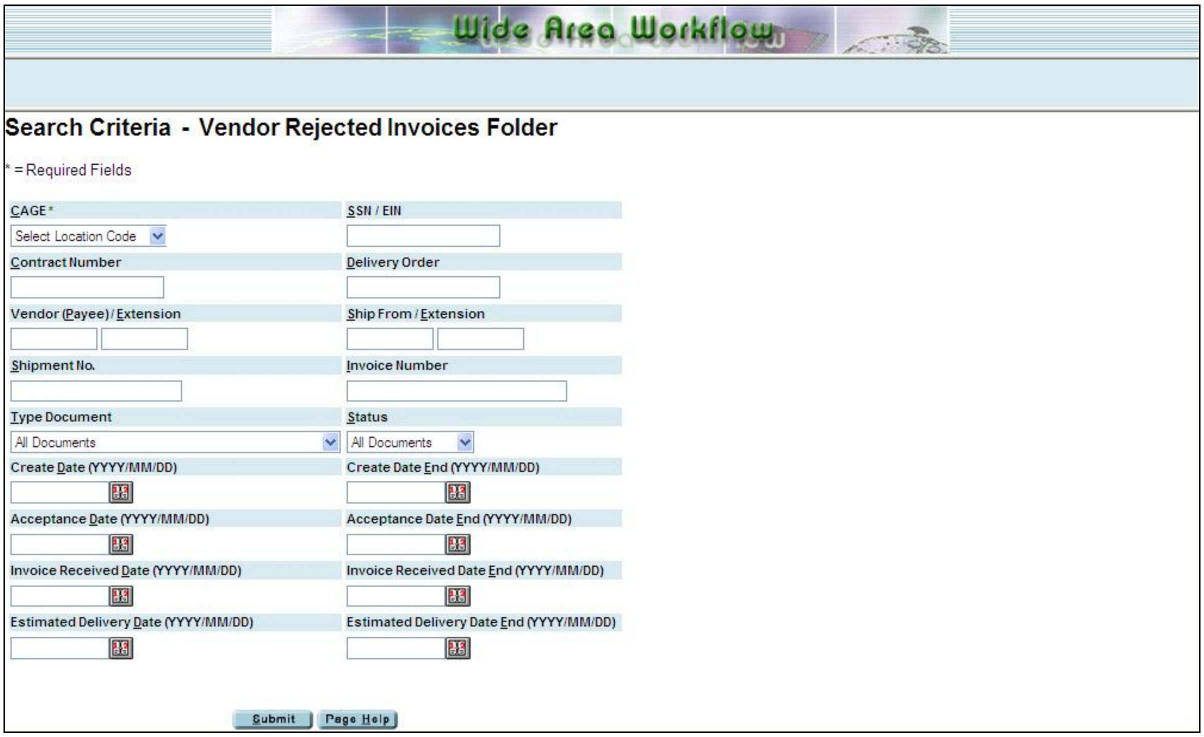
Continue | Return | Reset | Page Help

7. The “Change Routing Information” page appears. Correct the incorrect data and click “Continue”.
8. Click “Create Document”. This will allow you opportunity to review the invoice and attach any documentation prior to submitting the invoice to the Requiring Activity.

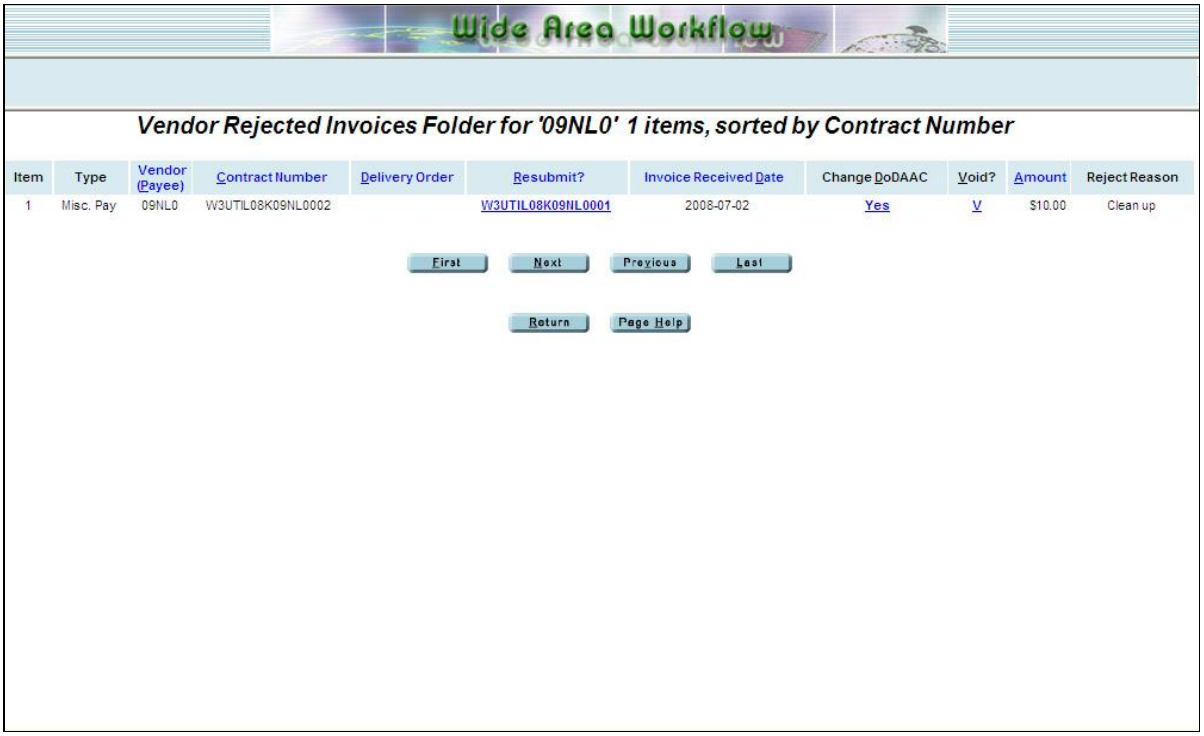
NOTE: It is recommended that you send an Email notification to the Service Acceptor. Click “Send More Email Notifications” to do so.

Due to incorrect Contract Number, Invoice Number, or Invoice Date. (The invoice must be voided.)

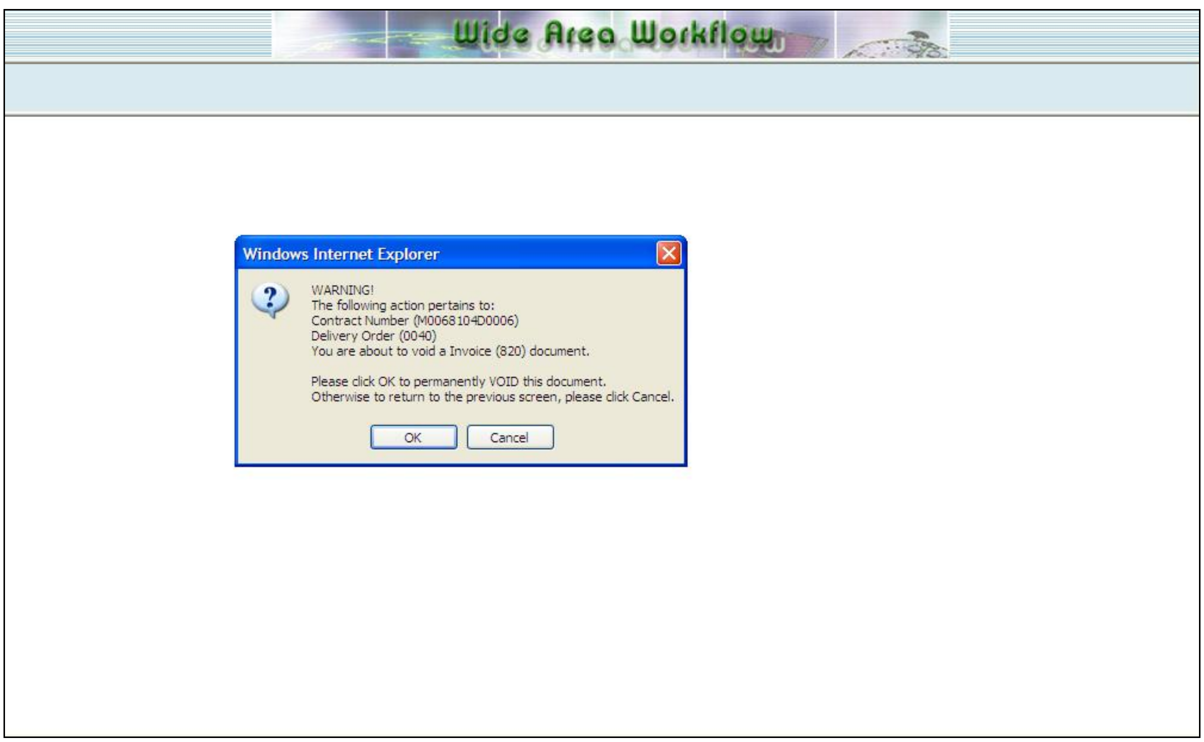
1. Log into **WAWF** at https://wawf.eb.mil.
2. Click “Logon to WAWF”.
3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Access Rejected Invoices”.



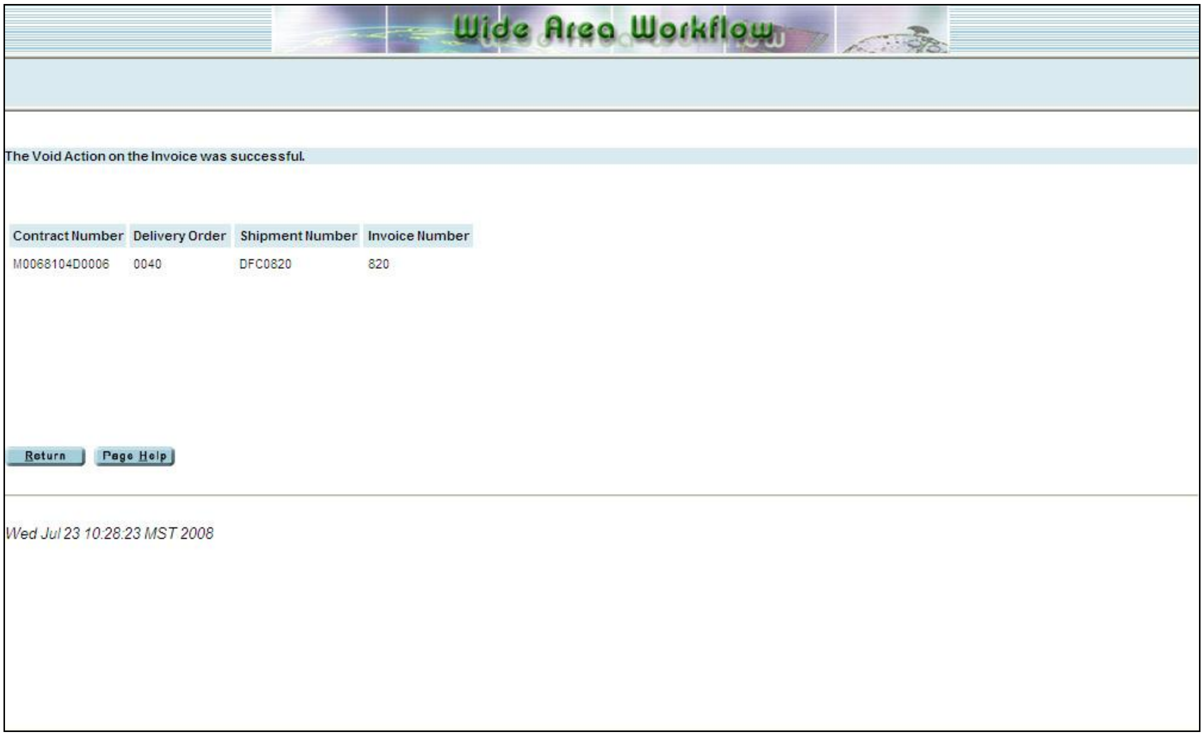
5. Choose the CAGE Code from the dropdown menu.



6. Under the column titled "Void?" select the "V" link to void the invoice.



7. When the warning page appears, click “OK”.



8. The Invoice successfully voided window appears. Click “Return” to go back to the “Rejected Invoices” screen.

DoD Guidance:

National Defense Authorization Act 2001 Requirement: Section 1008...required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form. Further, Contracting officers, contract administrators, certifying officials, shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

WAWF Resources:

WAWF 4.2 Production Site:

https://wawf.eb.mil

WAWF Training Website:

https://wawftraining.eb.mil

WAWF Web Based Training (WBT) Website:

http://www.wawftraining.com

USMC WAWF Help Desk:

(540) 658-2611

USMC eBusiness Initiative Web Site

http://www.marcorsyscom.usmc.mil/ sites/pa/